

TITLE: SPECIAL EDUCATION OFFICE SECRETARY (200 day)**QUALIFICATIONS:**

1. High School Diploma
2. Possess a combination of clerical skills to include typing, filing, record keeping, bookkeeping, a willingness to learn word and data processing, and other related clerical skills as the position demands.
3. Proven ability to work in a polite and friendly manner with many different with all staff members of the public, students, and with the larger educational community public entities.
4. Possess good communication skills both verbal and written.
5. Demonstrated aptitude or competence for assigned responsibilities.
6. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members, students, and with the larger educational community.
7. Strong organizational skills
8. Such alternative to the above qualifications as the school department may find appropriate and acceptable.

REPORTS TO:

Special education director, assistant special education director and/or designee

JOB GOALS:

1. To plan, coordinate, and maintain the assigned tasks related to the school and/or the program in a manner that assures proper and efficient service to the students, staff, and the public.
2. Provide a safe and supportive educational environment for all students.

PERFORMANCE RESPONSIBILITIES (include but are not limited to):

1. Manages all records in regards to special education students including education and legal records.
2. Maintains office files and calendars for the Director and Assistant Director.
3. Facilitates all aspects of the Out of District process, including but not limited to, referral packets, coordination of testing, compliance with IEP timelines, scheduling of meetings, coordination of transportation, budget documentation, contracts and monitoring plans, student attendance tracking, data management updates, student transcripts, etc.
4. Facilitates the budget process including but not limited to purchase orders, accounts payable, grants, budget input, circuit breaker, tuition payments and collections, contracted services, mileage, order and monitor supplies, etc.
5. Processes postings for new hires, helps coordinate paperwork for new hires as directed by supervisor.
6. Processes district level special education paperwork within outlined state and federal timelines/guidelines.
7. Processes all paperwork in regards to the tutoring services for students with disabilities.
8. Facilitates the Medicaid process with the third party billing agency.

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9. Respects the confidential nature of the special education department and will refer to the Director if a problem arises.
10. Coordinates aspects of special education professional development offerings and processes paperwork for staff conference requests and course reimbursements.
11. Develops, files, and mails/emails correspondence to students, parents, staff, public agencies and others as requested by supervisors.
12. Ability to use a variety of technological software applications as related to the school office setting.
13. Receives and routes incoming telephone calls and inquiries.
14. Maintains office equipment and assists staff with its use.
15. Processes mail and other communications.
16. Greets and directs school district visitors with a warm and approachable tone.
17. Provides support and service to student, staff, visitors and volunteers.
18. Establishes and maintains cooperative relationships with others.
19. Performs other related tasks and assumes other related responsibilities as may from time to time be as assigned by the Director and/or designee.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

TERMS OF EMPLOYMENT: *200 Calendar Year*

EVALUATION: *Performance of this job will be evaluated annually in accordance with the provisions of EAPC Educational Secretaries' Contract.*

SALARY: *Per current EAPC Educational Secretaries' Contract*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Regional Plymouth School Committee:

Information: 13 August 1991
 Discussion: 13 August 1991
 Approved: 13 August 1991

Plymouth School Committee - Updated

Information: 6 May 2019
 Discussion: 6 May 2019
 Approved: 6 May 2019