**Special Programs Secretary**

Reports to – Director of Special Education/District Wide Services Director

Regular Hours Worked – 8 hours per day

Terms of Employment – 233 days per year

Assumes responsibility for performing any assigned secretarial and clerical duties that are needed for the efficient operation of central office.

**PERFORMANCE RESPONSIBILITIES**

1. Provide secretarial support for the Director of Special Education and District Wide Services
2. Requisition, order and track purchases for Special Education Department
3. Coordinate Proficient and Distinguished Ceremony
4. Arrange meetings for Special Education department and prepare all material for same
5. Maintain media releases (district wide)
6. District wide photography
7. Child count reports
8. Special Education reports
9. ESS Data collection and entry
10. Provide backup office coverage for Administrative Assistant
11. Answer phones
12. Effectively deal with parental/community complaints
13. Assist with district wide background check process

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.
2. Three(3) years successful clerical experience
3. Typing/transcription skills (50 w.p.m.)\

**DESIRABLE QUALIFICATIONS**

1. Thorough knowledge of business English, spelling, punctuation, and skills in dealing with numbers and statistical data
2. Working knowledge of the organization and administration of the school system
3. Ability to use resourcefulness and tact in meeting and assisting persons who make inquiries about district policies and procedures

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee