**Special Programs Secretary**

Reports to – Director of Special Education

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

**PERFORMANCE RESPONSIBILITIES**

1. Provide secretarial support for the entire Special Education Staff
2. Arrange meetings for Special Education students (ARC’s) by coordinating Medicaid
3. Medicaid SBHS Direct Bill
4. Coordinate information for all evaluations and re-evaluations for Special Education Staff/Psychologist/504 Coordinator/designee
5. Maintains special education files
6. Other office duties as assigned

Work as a team with co-secretary to assure consistent coverage at front desk of phones and customers at all times, including lunch and/or breaks. Coordinate calendars to ensure coverage during summer, fall, Christmas, and spring breaks.

**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: August 18, 2020

 Board Chairperson

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

 Employee