

<b><u>JOB TITLE:</u></b>	<b><u>REPORTS TO:</u></b>	<b><u>WORK YEAR/DAY:</u></b>	<b><u>SALARY GRADE:</u></b>
ECE & Human Resources Secretary	Director of ECE & Human Resources	181 days; 4 hours daily	Classified Salary Schedule –Grade <del>VI</del> III

**SCOPE OF RESPONSIBILITIES:**

Works with Exceptional Children Education (ECE) & Human Resources (HR) Director, parents, students, and staff. Maintains a positive responsible image by reflecting a positive attitude of the Anchorage Public School System.

**PERFORMANCE RESPONSIBILITIES:**

1. Performs secretarial duties as assigned by the ~~ECE~~ Director.
2. Responds positively to inquiries from the community, students and staff.
3. Greets, assists, sign in guests of the department and/or central office.
4. Maintains a calendar of meetings, professional development days, events pertaining to the ~~ECE~~ Department.
5. Takes phone messages and / or returns calls and contacts as needed by Director.
6. Maintains a file of the Directors professional development or EILA hours completed.
7. Complies with approved office policies and procedures and notifies Director if sick, personal or emergency days are needed.
8. Assists with or completes necessary documentation regarding ECE services.
9. Assists with and supports Kindergarten registration, including collection of Kindergarten enrollment forms, inputting screening data, and mailing spring screening data.
10. Maintains a spreadsheet of all IEPs and evaluation due dates.
11. Schedules ARC meetings within required timelines and communicates such with parents and teachers.
12. Assists with documentation, record keeping, and all needed pertaining to student 504s.
13. Assists director with all aspects of Title I; any documentation, data entry, reporting, etc.
14. Maintains due process files, including files of graduated students.
15. Support / assists with state reporting (December 1st Count, End of year reports).
16. Support / assists with ARC meeting minutes during large meetings.
17. Support / assists with equipment loaning, including recording tracking documentation.
18. Pull infinite campus reports as needed.
19. Maintains spreadsheet for compliance indicators
20. Assists in maintaining inventory and order projections.
21. Completes invoices for special education.
22. Assists with parent follow up contacts.
23. Support work associated with Medicaid billing.
24. Performs other duties as assigned by the ECE Director.

MINIMUM QUALIFICATIONS:

1. High School Diploma or G. E. D. and/or business school education
2. Previous secretarial and/or school experience.
3. Pleasant personality and appearance.