



A World-Class Community of Learners

JOB DESCRIPTION

B 2 3

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
Special Services Secretary			Clerical Agreement
JOB TITLE			CONTRACT REFERENCE

Director of Special Services	July 2016
TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE

Provides clerical support for Special Services.

JOB SUMMARY

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Maintain accurate budget records for programs in the special services department and other special programs <ul style="list-style-type: none"> • Monitor expenditures • Prepare/coordinate capital expenditure requests and assign the appropriate codes • Prepare requisitions and purchase orders, assign account codes, receive orders, and distribute orders to appropriate people and departments • Review purchase orders and invoices and determine discrepancies • Timesheets 	15%
2.	Complete the special education child count <ul style="list-style-type: none"> • Collect information from case managers on students receiving special education services by attending weekly child study meetings • Review data for accuracy • Maintain and update child count information • Keep the special education data system current and support staff with the system 	40%

JOB TITLE**CONTRACT REFERENCE****Special Services Secretary**

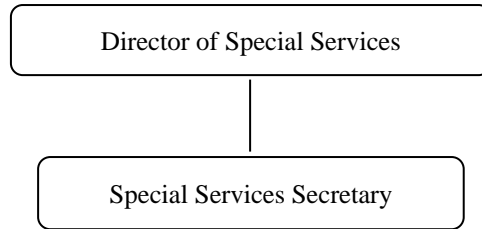
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	<p>Tuition Billing</p> <ul style="list-style-type: none"> • Maintain records for resident students enrolled in out-of-district programs (other public schools, Intermediate Districts, host districts, correctional facilities, etc.) by verifying residency • Collect identifying information, IEP's, and evaluation reports from case managers for nonresident students enrolled in a district special education program. Prepare tuition agreements, send to resident district and maintain records in database 		
3.	<p>Extended School Year (ESY)</p> <ul style="list-style-type: none"> • Recording and managing data for students and staff 	5%	
4.	<ul style="list-style-type: none"> • Support Special Services department/program in organizing meetings, training sessions and workshops by scheduling facilities, obtaining equipment and supplies, and preparing presentation visuals and materials 	20%	
5.	Support special education teachers with setting up meetings to maintain timelines	15%	
6.	Other duties as assigned	5%	

QUALIFICATIONS (Specific training or job experience required before appointment)

1. Two year degree or equivalent experience required, bachelor's degree preferred.
2. Word-processing, data processing, and computer skills, interpersonal and organizational skills.
3. Ability to relate to and communicate with staff, students, and parents.
4. Patience and flexibility in working with staff, students and parents.
5. Familiarity with office equipment: copiers fax, etc.
6. Willingness to expand skills.
7. Ability to take direction of supervisor.
8. Ability to keep information confidential.

ORGANIZATIONAL RELATIONSHIPS



SYMBOLS

DIRECT SUPERVISION	INDIRECT SUPERVISION	WORK DIRECTION	ADVISE/INFORM
_____	-----	- - - - -

PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more.