POSITION DESCRIPTION 2.08

TITLE: Special Education Secretary

QUALIFICATIONS: 1. High school diploma or higher

- 2. Ability to communicate effectively with the public
- 3. Knowledge of computers, ability to organize and plan work efficiently

4. Secretarial experience preferred.

REPORTS TO: Special Education Coordinator

JOB GOAL: Provide efficient and confidential secretarial services to the special education coordinator that reflects positively on the operation of the school system.

JOB DUTIES:

- 1. Prepares reports, contracts, correspondence, purchase orders and other written materials.
- 2. Maintains appointment calendar and prepares daily reminders for Special Education Coordinator
- 3. Assists coordinator in tracking student's records from initial referral to disposition.
- 4. Maintains all special education records in Websets
- 5. Assists in keeping accurate class rolls for child count purposes.
- 6. Maintains files and records related to student re-evaluation and sends related correspondence to parents and school personnel as necessary.
- 7. Performs usual daily office routines and procedures.
- 8. Maintain professional growth and competence through professional development <u>as per Board</u> Policy 5.5 Personnel Professional Development
- 9. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 10. Perform other duties as may be assigned.

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Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPL	OYMENT:	9-Month	10-Month	11-Month	12-Month	
EXPECTED WORK DAY:		8 Hours				
de	ARY: According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 – Personnel – Special Requirements for the Position					
EVALUATION : Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements						
Reviewed and agreed to by: Date						
☐ Principal/Progra	am Coordinator	_ e	☐ Human Re	esource		