

JOB DESCRIPTION

**CANDOR CENTRAL SCHOOL DISTRICT
PO BOX 145 CANDOR, NY 13743**

Special Education Administrative Secretary

Revised 9/21

DEFINITION

Under the supervision of the Director of Special Education, keeps legal special education records such as IEP's and other records; does general typing and filing; and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Provide confidential secretarial services to District Administrator using discretion with frequent sensitive student issues, as well as matters of concern involving department staff members.
- Maintain administrator's calendar and schedule of appointments.
- Analyze urgent situations accurately and exercise judgment in taking effective action when dealing with parents, students, and co-workers of all levels.
- Maintain awareness of and compliance with federal and state regulations regarding Special Education.
- Responsible for submitting and maintaining accurate information to the SEIS database system which reports directly to the county.
- Track, organize, and maintain extensive confidential files on all special education students in the District.
- Track necessary information for students on 504 plans.
- Maintain close communication and working relationship with county and district personnel, school psychologist, counselors, and representatives from outside agencies.
- Maintain close and cooperative communication and working relationship with special education personnel.
- Act as liaison for district personnel, counseling staff, general education teachers, resource specialists, students, parents, etc. in absence of administrator/director.
- Oversee process of receiving special education student records of incoming students and preparing them for high school use.
- Assist in scheduling and inputting student scheduling data during summer.
- Monitor gathering and disbursement of various student progress reports to parents.
- Compile numerous reports, memos, agendas, and meeting notes for district and site level.
- Copy, mail, and/or fax special education records to requesting parties.
- Request special education records from other schools in and out of county/state.
- Assist administrator during all phases of Compliance Reviews.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Courses in typing and/or word processing and/or courses in secretarial skills desired

KNOWLEDGE AND ABILITIES

Knowledge of

- Modern office methods of filing and clerical procedures.
- Acceptable telephone etiquette.
- Computer entry, storage, and retrieval functions.
- Policies and procedures for receiving, completing, and filing documents in compliance with local, state, and federal regulations.
- Record keeping techniques.
- Reading and English communication skills.
- Basic computer skills with applications such as MS Word, MS Excel etc.
- Knowledge of general office procedures and office machines (computer, fax, and copier).
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- District policies, rules and regulations.
- Confidentiality of special education and student records.
- Special Education policies and procedures.

Ability to

1. Be confidential with student records.
2. Analyze situations accurately and exercise good judgment in taking effective action.
3. Compose letters in acceptable style with minimum assistance.
4. Maintain a calendar of the supervisor's appointments.
5. Maintain an adequate filing system and be able to retrieve data quickly.
6. Take notes and records of meetings, conferences, etc.
7. Be punctual and regular in attendance.
8. Maintain confidentiality in matters regarding employees and/or students.
9. Learn specific rules, regulations, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without immediate supervision.
10. Use good judgment while recognizing the scope of authority.
11. Perform clerical duties including proofreading for correct spelling and proper English grammar usage.
12. Meet students, parents, staff, and the public tactfully and courteously
13. Work harmoniously with fellow employees.
14. Operate computer and printer and other office machines with advanced skills in the operation including word processing and data base software.
15. Compile and maintain accurate and complete records and reports.
16. Understand and follow oral and written instructions.
17. Answer questions by telephone, in person, and e-mail in a respectful manner.

20. Organize tasks and complete with efficient use of time.
21. Create correspondence databases, spread sheets, and various publications.
22. Maintain cooperative relationships with coworkers and the general public.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor office environment subject to frequent interruptions.

Physical Demands

- Pushing, moving, and lifting objects with a strength factor of light work.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Clarity of vision at varying distances.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Sitting and standing for extended periods of time.
- Lifting of objects with a strength factor of light work.
- Frequent sitting, standing, and walking.
- Reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
- Occasional bending, reaching, and stretching.
- Occasional pushing, pulling, and dragging.
- Occasional kneeling, crouching, and squatting.