

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** SPECIAL EDUCATION DIRECTOR'S SECRETARY File 210

**Reports to:** Director of Special Education

**Job Objectives:** Performs secretarial duties for the special education department. Provides administrative support services necessary for the effective management of special education functions.

**Minimum Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Post-secondary secretarial or office management training is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Congenial telephone etiquette.
- Multitasking ability and strong diplomacy skills.
- Proficient in office protocol and the use of information technology systems.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Proficient in the use of computer software and maintenance of office records.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs secretarial and administrative support duties. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention and efficient retrieval of office records.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Maintains an office calendar as directed. Schedules appointments as directed.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Prepares message boards, displays, and bulletin boards as directed.
- Keeps up-to-date with building procedures. Helps keep students, parents, and staff informed about procedural changes as directed. Refers inquiries requiring policy interpretation to administrative staff.

- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.).
- Verifies the accuracy of database information as directed.
- Updates special education handbooks, fact sheets, and forms.
- Maintains an inventory of test protocols, due process forms, etc.
- Processes scoring and transcription of student assessment information.
- Processes requests for student information. Ensures that signed permission forms are on file for the release of information.
- Maintains the child management system. Prepares a list of all special education placements. Processes all IEP's.
- Processes paperwork for contractual services.
- Tracks out-of-district students enrolled in district special education programs. Prepares contracts, processes invoices, and records payments.
- Processes home instruction applications and monitors the accountability system.
- Maintains student files related to home schooling.
- Prepares Title VI-B, child count, and other program reports as directed.
- Composes and types routine correspondence, memos, notes, forms, etc.
- Collects, compiles, edits, and types statistical data and reports as directed.
- Uses photocopying and duplicating equipment to reproduce documents.
- Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.).
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Types, duplicates, assembles, and processes routine and special mailings.
- Helps gather information and types grant/foundation proposals as directed.
- Assists with committee assignments and/or special projects as directed.
- Prepares purchase orders as directed. Maintains procurement information (e.g., transmittal letters, contracts, confirmations, warrants, price agreements, etc.).
- Monitors and reorders office supplies to maintain reliable service levels.
- Maintains forms related to administrative procedures and program functions.
- Keeps files and supplies properly stored to maintain an orderly office.
- Periodically discards archived records as directed. Follows the records retention and disposal schedule adopted by the board.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current with advances in office technology. Updates office procedures.
- Places calls for maintenance and repair services as directed.
- Cross-trains with other office staff as directed. Offers assistance when needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory Responsibility:** Under the direction of the director of special education: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance Evaluation:** Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

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