



Classified Job Description

CSEA Revised: June 18, 2015
NJUHSD Board Revised: June 24, 2015

Position Title:	SPECIAL EDUCATION SECRETARY
Contract Term:	11 months
Salary Range:	22

GENERAL DEFINITION:

Under the supervision of the Director of Special Education; performs a wide variety of secretarial, clerical and computer-based management of information.

UNDER SUPERVISION OF:

Director of Special Education/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepare and assist with reports including but not limited to: student performance, staffing, post-secondary and student attendance/enrollment.
2. Assist with professional development/collaboration presentations, special projects and provide clerical support for professional development including registration, event planning and technology set-up.
3. Process submitted IEP's and review for accuracy and compliance including verification of service.
4. Report weekly on the completeness and timeliness etc. of IEPs.
5. Assist with the organization of parent/guardian meetings and presentations.
6. Maintain a calendar of all department activities.
7. Maintain accurate and complete site specific case load files.
8. Maintain accurate student database (SEIS, SIS, etc.) and reporting.
9. Maintain all special education program records in compliance with State, Federal and District guidelines.
10. Assist with annual transition IEPs and the transfer of files from feeder schools.
11. Assists with coordination of student transportation needs.
12. Assists with Department of Education reporting requirements.
13. Prepare documents such as the Parent Handbook, Staff Handbook etc.
14. Assist with the organization of the Extended School Year program.
15. Process mileage and incidental expense claims, purchase orders, low incidence requests etc., for all special education staff.
16. Provide administrative support to program director including, but not limited to preparation of presentations, confidential files, tracking, calendar management, correspondence and answering all incoming calls.
17. Maintains the locked confidential student files for NJUHSD.
18. Knowledge of special education laws and regulations related to documentation and reporting.
19. Process all contracts with Non-public schools, Non- public agencies and specialists providing services for SPED Department.
20. Maintain inventory and order all department supplies and equipment.
21. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
22. Attend district offered trainings.
23. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent. Previous experience with special education law, procedures and policies and Special Education Information System (preferably SEIS). Secretarial, clerical and computer experience in a school setting is required.

CERTIFICATES AND LICENSES:

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Proficient in use of word processing, spreadsheets, and database management software. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

PHYSICAL DEMANDS:

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 employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.