

Secretary Special Education and Title 1

Position Title: Secretary Special Education and Title 1
Immediate Supervisor: Coordinator of Special Education/Title 1
Issued Date: 10/08/01

POSITION SUMMARY

To use independent judgment and initiative in the planning, organization and performance of responsible and confidential administrative duties and related work as required. To provide knowledge of general office operating procedures while lending support, knowledge and training to special education department personnel.

EDUCATION AND EXPERIENCE

B.S. Degree plus five (5) years experience in one or more of the following:

Human Resources
Accounting
Office Management
Secretarial duties

QUALIFICATIONS

Demonstrate the ability to:

Perform duties under general supervision,
Utilize initiative and good judgement in the scheduling of work,
Ensure the accuracy of work,
Deal with a variety of persons and situations requiring a high degree of courtesy and tact,
Perform work with accuracy and detail,
Handle volume of work and meet deadlines,
Cooperate with teachers, students and administration,
Maintain confidentiality of information associated with position,
Understand instructions and underlying principles,
Understand meanings of words and ideas associated with position,
Perform arithmetic operations quickly and accurately,
Perceive pertinent detail in verbal or tabular material,
Communicate effectively in both oral and written format,
Type at acceptable speed and accuracy levels,
Demonstrate experience with spreadsheet, word processing and database,
Perform the essential functions and requirements of the job,
Maintain good rapport with children ages PreK through ninth grade,
Meet satisfactory health standards.

ESSENTIAL FUNCTIONS

Set up interviews and provide new staff orientation.

Troubleshoot departmental equipment and machinery.

Oversee greeting and providing information to visitors, answering and routing phone calls, scheduling appointments and maintaining electronic and paper files.

Competently function in a high volume, fast paced environment.

Arrange conferences, workshops, meetings, and maintain calendar for supervisor.

Perform specialized administrative duties related to departmental operations including data research, report writing, coordination of special events.

Receive, screen, and act upon requests and complaints from visitors and telephone conferences.

Prepare agendas, take minutes of meetings, prepare and distribute copies of minutes as appropriate.

Schedule reservations and travel arrangements, process appropriate travel and expense forms.

Create flyers for department using computer program graphics.

Review and proof documents, records and forms for accuracy, completeness, and conformance to State Department of Education Rules and Regulations and according to Manchester City Schools policy.

Receive, open, and distribute mail, identify and refer matters to supervisor in order of priority.

Schedule maintenance and repair of equipment.

Operate a variety of office machines and equipment including typewriter, computer, facsimile and copy machines.

Coordinate the duplication and distribution of a variety of materials and establish and maintain files.

Operate a computer to enter and retrieve data, maintain records and generate reports; utilize word processing, spreadsheet, database and other software required by position.

Establish and maintain positive staff and public relations image.

Administer limited diagnostic procedures to appropriate student population.

Work with Federal and General purpose bookkeepers regarding IDEA, preschool, and general purpose budgets to insure procedure is followed and proper guidelines are followed.

OTHER RESPONSIBILITIES

Performs other work duties or responsibilities as assigned by the Director of Schools.

PHYSICAL ABILITIES

This position requires lifting of objects not to exceed 25 pounds without assistance and the wearing of a safety support belt and frequent lifting and/or carrying objects that weigh 10 pounds or more. Other physical abilities that may be required are:

Lifting, carrying, pushing, and/or pulling.

Climbing and/or balancing.

Stooping, kneeling, crouching, and/or crawling.

Reaching, handling, and/or feeling.

Talking and/or hearing.

Seeing.