

Job Title: Special Education Secretary

Qualifications:

1. High school diploma or equivalent; other formal education desirable or at least 3 year's secretarial experience.
2. Evidence of high degree of skill in typing and other secretarial skills.
3. Evidence of high degree of skill in bookkeeping procedures.
4. Ability to operate typical office equipment and machines.
5. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

Reports to: Special Education Coordinator
Special Education Curriculum Supervisor

Performance Responsibilities:

1. Type and copy psychological reports, correspondence, forms, etc.
2. Prepare and send out records, reports, forms, etc. to schools.
3. Assist with receiving and placing telephone calls.
4. Receive visitors.
5. Prepare and submit all required reports promptly.
6. Maintain curriculum center.
7. Maintain records as needed.
8. Be regular and punctual in attendance.
9. Maintain confidentiality of any school system related information.
10. Maintain proper and professional relationship with other employees.
11. Perform duties in a manner that promotes good public relations.
12. Be familiar with and follow Board of Education policies.
13. Perform other reasonable office related duties as needed.

Terms of Employment: Twelve months a year; salary to be determined by correct salary schedule.