

SPECIAL EDUCATION DEPARTMENT SECRETARY

JOB SUMMARY

Provide clerical support to special education department.

QUALIFICATIONS

- High school diploma (or GED)
- One year experience so that with appropriate training service may be provided in the specific role for which employed (preferred)
- Knowledge of typing, office machines, and computers
- Such alternatives to the above qualifications as the Special Education Director and/or Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Special Education Director
- Provide a secretarial support for immediate supervisor and/or for other staff as directed
- Provide assistance to students, staff, parents and visitors entering special education office
- Project a positive image of the Lebanon Special School District at all times
- Keep information confidential concerning school business
- Act in a professional manner at all times
- Dress neatly and appropriately for the position held
- Read and sort incoming and outgoing data
- Must have expertise in public relations work on the telephone, and in person, being able to relate well with people
- Frequent dissemination of procedures to parents and school personnel is required, responding to frequent telephone inquiries, relaying or recording messages accurately to or for appropriate persons
- Correspond daily with teachers regarding updates, orders, and/or other miscellaneous requests
- Have working knowledge of filing and maintenance of special education records
- Have working knowledge of the Department of Children's Services and the Social Security Department's requests for records and information
- Have working knowledge of special education program budgets with the ability to place, receive and inventory purchases
- Have knowledge of office procedures, good secretarial skills, typing, bookkeeping, use of copy machine, or any office machines used by the individual offices
- Must comply with federal, state and local statutes and regulations, school board policies and administrative regulations, and school level policies and procedures
- Perform other duties as assigned by the Special Education Director and/or Director of Schools