

Secretary, Special Services Dept S4/12

JOB DESCRIPTION

POSITION TITLE MINIMUM

S4 Secretary – Department of Special Services
· Proficient in Windows and Word

QUALIFICATIONS

- Excellent organizational and interpersonal skills along with tact, diplomacy, initiative, discretion and phone skills
- Ability to multitask and work under pressure
- Willing and able to learn new skills
- Required criminal history background check
- Proof of U.S. citizenship or legal resident alien status

REPORTS TO JOB GOAL(S)

Director of Special Services
· Maintain accurate and up-to-date information of the student's records within the Department of Special Services.

- Maintain updated correspondence with Child Study Team.

JOB RESPONSIBILITY AND AUTHORITY

· Keep Department of Special Services files orderly.
Assist in the efficient operation of the Department of Special Services, particularly in the maintenance of students records

PRIMARY RESPONSIBILITIES

1. Enter, update and maintain student's Department of Special Services information including mailing letters to parents/guardians of all enrolled Department of Special Services students entering and exiting the program.
2. Print and forward up-to-date roster to Department of Special Services administration and Child Study Team.
3. Generate reports and enrollment rosters for Department of Special Services.
4. Assist in inventory, ordering and distribution, packaging, of district Department of Special Services supplies.
5. Use Outlook to communicate by e-mail.
6. Become proficient in Tie Net.
7. Other duties as assigned.
8. Communicate with schools re: IEP' and Progress Reports

WORKING RELATIONSHIPS

OF THE POSITION

TERMS OF EMPLOYMENT 12 Months

Salary as per SOMEA contract