

Secretary, Special Services S4/12

JOB DESCRIPTION

POSITION TITLE
MINIMUM

S-4 Special Services Secretary
· Excellent computer skills

QUALIFICATIONS

- Thorough familiarity with Microsoft Word
- Previous secretarial experience
- Strong interpersonal and communication skills
- Demonstrated tact and ability to communicate with staff and community particularly under pressure
- Acknowledged as a "people person" with a positive, team player approach to the work environment
- Required criminal history background check
- Proof of U.S. citizenship or legal resident alien status

REPORTS TO
JOB GOAL(S)

Director of Special Services
To provide executive clerical services to the Director and Supervisor of Special Services

PRIMARY RESPONSIBILITIES

1. Maintains Director's and Supervisor's calendar
2. Develops and maintains Director's and Supervisor's staff evaluation schedule and all evaluation documentation
3. Prepares correspondence and reports as directed by the Director and Supervisor
4. Serves as liaison with Parent Advisory Council, County and State Offices of Education and community groups
5. Prepares materials for presentations and meetings for the Director
6. Works with Director of Transportation
7. Coordinates all departmental meetings
8. Maintains personnel files for the department
9. Process departmental mail
10. Maintains records of all staff attendance
11. Interacts with Child Study Team and District personnel
12. Coordinates departmental workshop/conference attendance
13. Answers incoming calls and routes calls accordingly
14. Greets visitors as they enter department
15. Other duties as assigned by the Director

WORKING RELATIONSHIPS

OF THE POSITION

TERMS OF EMPLOYMENT 12 Months

Salary as per SOMEA Contract