

Special Services Secretary, S4/12 (Contracted Services)

JOBDESCRIPTION

POSITION TITLE

S-4 Special Services Secretary – (Contracted Services)

MINIMUM QUALIFICATIONS

(Including Certification, Endorsement, Licenses or Certificates Required)

- Business & Special Services experience preferred.
- Computer literate, experience with student databases and accounting software a plus
- Organized, detail oriented and possess analytical skills.
- Ability to multi-task simultaneously & independently with a variety of assignments along with possessing excellent tracking skills in high volume.
- Strong interpersonal and communication skills.
- Demonstrated tact and ability to communicate with staff, service providers, parents and vendors particularly under pressure.
- Ability to work as a team member as well as independently.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Director of Special Services

JOB GOAL(S) (Including Relationship to District Goals)

To provide assistance with budget management and to support the planning, analysis, and monitoring of special education services and staffing, including sub-contracted services, related services, and the paraprofessional service program.

JOB RESPONSIBILITY AND AUTHORITY

PRIMARY RESPONSIBILITIES

1. Coordinates the schedules of subcontracted staff and paraprofessionals and in-district speech and language staff aligned to current student needs.
2. Updates paraprofessional and subcontracted staff schedules as student needs change.
3. Establishes and maintains spreadsheets to record details of scheduling and spending contracted by the special education department to align with student needs.

4. Maintains a system to reconcile billing to student needs and actual service provision, including verification of provider assignment and mechanism for tracking attendance.
5. Assists with forecasts of spending to date and anticipated total spending for the school year.
6. Interfaces with external providers to ensure accuracy of billing and invoicing.
7. Provides backup support to other Special Services personnel.
8. Performs secretarial duties (e.g. receptionist, sort mail, photocopy, file, type); and other duties as assigned for the efficient operation of the Special Services Office to help the district increase effectiveness and reduce costs for the ultimate benefit of the educational program.
9. Performs other duties as assigned by the Director.

TERMS OF EMPLOYMENT

12 Months, 1.0 FTE, Full Benefits
S-4