



JOB DESCRIPTION
Secretary to the Director of Special Education

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The Secretary to the Director of Special Education under the direct supervision of the Director of Special Education assists the Director in the preparation and management of the department's administrative requirements and assumes all clerical and secretarial functions pertaining to the office.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Three years of secretarial and accounting experience

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient in creating spreadsheets and documents
- Working knowledge of office and bookkeeping procedures
- Strong organizational and effective communication and interpersonal skills
- Knowledge of basic math and accounting principles
- Ability to work well and in a positive manner with employees and the public

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Assists director in establishing budget allocations for campuses and special education office.
3. Maintains budget for the special education office and campuses to insure that expenditures are within adopted budgetary limitations. The budget includes federal, state, noneducational, SHARS (Medicaid) and "special" funding.
4. Updates personnel for SHARS (Medicaid) participation list.
5. Maintains record of SHARS money received and SHARS expenditures.
6. Assists director in allocation of non educational funds.
7. Assists ESY Facilitators with budget, supplemental and supplies.
8. Maintains an accurate district special education staff roster of professionals and paraprofessionals to include accurate budget codes.
9. Types correspondence, reports, memorandums, requisitions, and work orders for the director.
10. Coordinates with campuses and accounts payable for acquiring and closing purchase orders and receipts.
11. Develops correspondence as directed by the director.
12. Maintenance an accurate and current filing system of all memos and correspondence.
13. Maintains an accurate and current filing system on the special education office staff of sixty.
14. Schedules appointments for the director.
15. Completes absence from duty reports for the SEO staff and Judson Achievement Center.
16. Completes, codes and submits supplemental pay reports for district special education staff.
17. Obtains and submits monthly timesheets.
18. Reviews, codes, submits all travel reimbursements for special education.
19. Distributes travel and payroll checks.
20. Arranges for and sets up meeting rooms.
21. Attends ARDC meetings, as required by the director, to act as recorder.
22. Types all contracts for consultants. Receives all requests for payment for consultant services, verifies services were performed and processes payment.
23. The foregoing statements describe the general purpose and responsibilities assigned to this job

and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbal and written), concentrate, reason, understand verbal instructions, analyze, differentiate, read, coordinate, interpret, compile, compute, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), sit, walk short distances, climb step ladder, stoop, kneel, pull, push, reach, perform repetitive hand motions, hear, speak, maintain visual acuity, occasional travel in district, work with noises and frequent interruptions, prolonged or irregular hours or unusual fatigue factors during peak periods.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 7

Days: 226

Wage/Hour Status: Nonexempt

Updated: September 12, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.