

Job Description

Title: **Special Education Secretary (.50 FTE)**

Reports to: Director of Special Education

General Summary: Assists in the smooth and efficient operation of the special education office by performing a wide variety of clerical and record keeping duties with minimal direction and assistance..

Essential Functions:

1. Answer phone, greet visitors, take and distribute messages, respond to requests for information in accordance with district policy, and assist with written and electronic communications with parents, students, staff, and public using tact, courtesy, and professionalism (20%)
2. Provide clerical support responsibilities for the Young Adult Program. (10%)
3. Coordinate transportation arrangements for students with disabilities. (40%)
4. Utilize authorized district and department procedures, i.e., forms and databases, to collect, process and

Special Requirements:

		Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1.	Standing		X	
2.	Walking		X	
3.	Sitting			X
4.	Lifting 15-20 lb max.X		
5.	Carrying 50 feetX		
6.	Pushing / PullingX		
7.	Climbing / Balancing.....	.X		
8.	Stooping / Kneeling / Crouching / Crawling.....	.X		
9.	Reaching / Handling.....		X	
10.	Speaking / Hearing			X
11.	Seeing / depth perception / color.....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____