

# DEXTER CONSOLIDATED SCHOOLS

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## JOB DESCRIPTION

**Position:** SPECIAL EDUCATION SECRETARY

**SUPERVISOR:** Director of Special Education

**GENERAL JOB DESCRIPTION:** To assure the smooth and efficient operation of the Special Education office so that the maximum positive impact on the education of children can be realized.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with colleagues, supervisors and administrators.
2. Demonstrate ethical behavior
3. Engage in self development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do successfully to complete assigned work.
7. Project an over-all concern and personal appearance as it relates to job performance.
8. Perform usual office tasks to include, but not limited to: computer tasks, filing, receiving, placing and routing phone calls, and correspondence.
9. Maintain and keep files/records current.
10. Make reports that may be required.
11. Gather, file and disseminate information as required.
12. Contribute to the welfare and effectiveness of the department and District by adhering to high ethical standards of performance and interpersonal relationships.
13. Enter special education data in student information systems.
14. Make contact with out-of-district schools to collect data from previous diagnostic reports and IEPs.
15. Receiving station for all Special Education transfer of records.
16. Assist in keeping department budget as required.
17. Enter requisitions through iVisions.
18. Send purchase orders to vendors and ensure orders are received in their entirety before submitting payment approval.
19. Maintain substitute requests for the Special Education staff through automated substitute system.

### ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Receive visitors to the office and respond to their needs.
2. Be available to work occasional odd hours.
3. Utilize various computer programs as needed.
4. Other tasks as may be deemed appropriate and necessary by the Director of Special Education and/or the Superintendent.

### QUALIFICATIONS:

1. High school diploma or GED equivalency
2. Experience as a secretary or equivalent work.
3. Demonstrated knowledge of basic office procedure.

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4. Demonstrated knowledge of purchasing procedure
5. Demonstrated knowledge and skill of computer function and operation.
6. Such alternatives to the above qualifications as the Special Education Director and/or Superintendent may find appropriate and acceptable.

### PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

### SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

### EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

### WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required.

### TERMS OF EMPLOYMENT:

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_