

**Warrenton-Hammond School District
Job Description**

Job Title: Secretary – Special Education

Reports To: Director of Special Education

JOB SUMMARY

Under general supervision, performs a wide variety of secretarial/clerical work and handles daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time for the special education department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of applicable District, state, local and federal policy(ies), procedures, laws rules and regulations.
2. Performs a wide variety of clerical and secretarial work, including answering phones, typing, a variety of materials from brief verbal or written instructions, proofreading, filing and sorting and handling all incoming and outgoing mail.
3. Completes a high volume of computer data entry work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
4. Provide administrative support to program director including, but not limited to, preparation of presentations, tracking, calendar management, and correspondence to staff, parents, students and community members.
5. Research, create, input, format, organize and edit relevant data as needed or requested and prepare in a usable format.
6. Independently answer routine questions and correspondence not requiring the supervisor's attention.
7. Maintain all special education and confidential records and inquiries in compliance with state and federal guidelines and district policy(ies).
8. Professionally represent school and district administrators as directed in communications with constituents providing accurate information, facilitation and problem resolution.
9. Serve as a resource to other staff in using SPED technology programs.
10. Maintains an accurate filing system as well as a set of confidential special education student files.
11. Compiles and prepares reports for administration or outside agencies maintaining confidentiality.
12. Serves as back-up clerical assistant and gives information or directs visitors and parents to appropriate offices.
13. Maintains and updates the Special Education flash drive, as requested.
14. Assists in providing special education teachers with current special education forms.
15. Prepares materials and takes minutes for special education staff meetings.
16. Arranges transportation for special education and early intervention students and informs bus drivers of any variations to the schedule(s).
17. Prepares and processes all special education department requisitions, orders and receives supplies as needed.
18. Maintains appropriate certifications and training hours as required.

19. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Troubleshoots office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.
4. Coordinates travel and assists with other administrative needs, as required.
5. Reports issues to authorities as necessary, animal control, suspicious activity etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least one year related experience and/or training or equivalent combination of education and experience. Ability to rapidly and accurately enter and retrieve computerized data. Prior successful experience working in an office and/or school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and work with staff, students and parents.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students and staff. Ability to read and interpret documents such as safety rules, procedure manuals and governmental regulations.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use accounting software, database software, internet software, e-mail, spreadsheets and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word,

Excel, Outlook, Oregon SPED ESIS, IVisions and SWIS. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee may occasionally lift and/or move up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a school that combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high depending upon student population and activities. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
