

## Job Description

**Title:**           **Special Education Data and Records Secretary**

**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 data and records management duties with minimal direction and assistance..

**Essential Functions:**

1.     Answer phones, greet visitors, take and distribute messages, respond to requests for information in accordance with district policy, and assists with written and electronic communicate with parents, students, staff, and public using tactl courtesy and professionalism. . (10%)
2.     Utilize authorized district and department procedures, i.e., forms and databases, to collect, process and retain student data, records and other required information. (40%)
3.     Request and send student records in accordance with district, state, and federal guidelines. (15%)
4.     Maintain and as appropriate arrange for the destruction of student special education records in accordance with district, state, and federal guidelines. (25%)
5.     Participates in meetings as requested, reacts to change productively, and performs other duties as assigned. (10%)

**Qualifications:**

1.     Education Level:            High School Diploma or equivalent
2.     Certification or Licensure: N/A
3.     Experience desired:        \*Previous clerical experience desirable.  
  \*Training in a school environment is desirable.
4.     Other requirements:        \*Excellent oral and written communication skills including correct spelling, grammar, and punctuation usage.  
  \*Excellent computer skills including experience working with MS Office tools, email, electronic calendars, and the Internet while having the desire and initiative to learn other programs. Ability to type at least 55 wpm.  
  \*Ability to establish and maintain cooperative working relationships with staff and others.  
  \*Ability to maintain confidentiality.

**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 feet ..... .X
- 6. Pushing / Pulling ..... .X
- 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: \_\_\_\_\_

Revised: July 2001, February 2005, January 2014

Millard Public Schools