

**TITLE:****Secretary to the Director of Special Services****QUALIFICATIONS:**

1. High School Diploma required or two years post- secondary training or four years secretarial job experience
2. Maintain a recognized, computer-based special education data base system.
3. Knowledge of automated office equipment, office procedures and practice.
4. Experience with Word, Excel, PowerPoint and Google Docs.
5. Proficiency and professionalism in oral and written communication, organizational and interpersonal skills.
6. Ability to multi-task, with attention to detail, in a fast-paced work environment.
7. Ability to develop effective working relationships with staff, parents and administrators.
8. Exhibits confidentiality and displays ethical discretion, tact, self-control and professional pride and attitude.
9. Experienced in preparing required State reports (i.e., NJ Smart, ASSA, ADR).
10. Knowledge of procurement procedures (POs, computerized systems a plus) and familiarity with County Office procedures and forms.
11. Ability to, and experienced in, coordinating scheduling of meetings.
12. Required Criminal History check and proof of U.S.citizenship or legal resident alien status

**REPORTS TO:**

Director of Special Services

**JOB GOAL:**

To ensure the smooth and efficient operation of special services so that the Office of Special Services' maximum impact on students with special needs can be realized.

**PERFORMANCE RESPONSIBILITIES:****Work Performance**

1. Becomes familiar with and adhere to the Parental Rights in Special Education (PRISE), Family Education Rights and Privacy Act (FERPA), and New Jersey Administrative Code regarding the maintenance, distribution and destruction of student records and information.
2. Maintains proficiency in the Student Information System (i.e., PowerSchool), computerized IEP system (i.e., IEP Direct), as well as the district's purchase order system for direct application and training purposes.
3. Creates purchase orders; checks orders for accuracy and maintain documentation of purchases for payment. Follows up with vender as needed. Collects and processes requisition sheets for administrator approval.
4. Prepares agenda items for Board of Education approval and assists in the development of the Board agendas by ensuring accurate motions related to workshop/conferences, travel, cost; out of district placements and extended school year contracts.
5. Orders and maintains office supplies.
6. Revises, creates and updates list of vendors for Board of Education approval

7. Assists in the prompt and accurate completion of state reports as assigned by the Director of Special Services.
8. Assists in the coordination of district activities organized by the Director of Special Services by maintaining accurate registration records, confirming registration, completing facility use forms, coordinating audio-visual needs, and tracking attendance.
9. Maintains staff forms, compiling and forwarding requested forms to Board Office, notification and processing of upcoming absence days to the Human Resources Coordinator, maintains Personal/Professional days forms and time sheets for home instructors, Child Study Team, special education teaching assistants and bus.
10. Revises and edits, letters, and correspondence coming from Director. Ensures that all papers are properly copied and filed.
11. Assists Director in preparing for Extended School Year, including preparing and maintaining accurate student and staff rosters and attendance, orders, transportation, hiring processes, scheduling and all other logistics.
12. Organizes, maintains and submits Home Instruction paperwork.
13. Assists in organizing staff requiring First Aid/CPR/CPI training.
14. Assists Director in preparing, submitting and monitoring Special Services budgets and grants.
15. Assists Director and District Data Manager in submission of State mandated reports including NJ SMART and ADR.
16. Maintains copies of documents and to make digital copies available for posting on the district's website, if necessary.
17. Coordinates preschool lottery in consultation with Director and Principal; prepares/sends correspondence to parents; consults with business office regarding status of contracts and tuition payments.
18. Coordinates contracts and manages the process to acquire required documentation; maintains communications with vendors, and monitors monthly invoicing to align with IEP driven services and CST evaluations.
19. Coordinates and maintains the documentation of and the process for absence management for building staff members using district software and other required documentation.
20. Assists with the coordination and implementation of safety drills, documentation of drills, and all other security and safety related maintenance and tasks.
21. Performs all building related main office responsibilities including visitor access, family communication. Mail processing, staff sign in log, absences, deliveries, PTA communication, building needs, and staff liaison to administration.
22. Coordinates building logistics for events, programs, and community based events.
23. Acts as first point of contact for building maintenance requests and assists with form completion, submission, and follow up.
24. Assists with due process and legal issues including correspondence with attorney's office, preparing documentation and files for legal representation, board approval process for all settlements and agreements, monitors implementation timelines for mediation agreements and judgements.
25. Assists with the management of 504 documentation, non-public comprehensive coordination, ELL verification, all alternate assessment processes and associated documentation.

### **Work Characteristics**

1. Maintains strict confidentiality at all times.
2. Demonstrates an openness to discuss suggestions for office operations and performance improvement.
3. Demonstrates initiative, independence and decision-making appropriate to the performance tasks of this position.
4. Makes efficient use of time and available material, equipment and personnel resources.
5. Provides well-organized, accurate work (syntax, spelling, grammar and punctuation).
6. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.
7. Ensures submission of monthly statement of assurance reports to the Director of Special Services.

**Professional Development**

1. Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

**School/Community Relations**

1. Demonstrates a willingness to assist and work cooperatively with colleagues.
2. Displays a positive attitude and is courteous when dealing with students, staff, residents and others in person and by telephone and e-mail in the performance of this position.

**Other Responsibilities**

1. Performs other duties and assumes other such responsibilities related to the efficient operation of the office as assigned by the Director of Special Services or Superintendent.

**TERMS OF EMPLOYMENT:**  
Education.

Salary and work year to be determined by the Board of

**EVALUATION:**

Performance of this job will be evaluated in accordance with NJ State law and the provisions of the Board's policy on evaluation of non-certified personnel.

**ADOPTED:** September 2010

**REVISED:** 8/22/16