



**PURPOSE:**

- To serve as confidential secretary to the Special Services Director and provide administrative support, secretarial, clerical, recording keeping and organizational support to assure efficient office operations.

**REPORTS TO:**

- Special Services Director

**QUALIFICATIONS:**

- High school diploma or equivalent
- Two years of vocational training or college preferred and three years of progressively responsible secretarial experience preferably in a school setting.
- Passed required criminal background check.

**ESSENTIAL FUNCTIONS:**

- Serve as the primary contact person and liaison between the Special Services Director and district/building personnel, parents, students, and the general public.
- Serve as secretary to the Special Services Director, screen incoming calls, mail, and visitors, and provide information regarding district policies/procedures or refer to appropriate staff member.
- Make arrangements for and handle the scheduling of meetings involving the Special Services Director; keep the director's calendar.
- Compose correspondence, memos, documents, reports, agendas, and minutes not requiring personal responses by the Special Services Director.
- Process purchase orders and requisitions assuring proper approvals, code and record the purchase of supplies as required.
- Assist in budget preparations, monitor local, state and federal revenues and departmental budget, prepare statistical reports and schedules, and notify appropriate personnel of any budget-related problems.
- Assist in monitoring Maintenance of Effort for the district.
- Compile, verify and report High Cost Disability for funding.
- Maintain information from various organizations, (i.e., the State Department of Education, US Department of Education, SOESD) and data on district operations.
- Maintain current knowledge and brief Special Services Director of policies, Oregon Revised Statutes, Oregon Administrative Rules, and State and Federal IDEA requirements as required.
- Compile and maintain pertinent student data to complete the annual Special Education Census Report to be submitted to the Oregon Department of Education.
- Monitor the Systems Performance Review and Improvement (SPR & I) Dashboard. Support the Special Services Director in completing and implementing worksheet(s), corrective action plan(s), and Improvement Plan(s) required by the Oregon Department of Education.
- Process and submit required Procedural Compliance Reviews.
- Update and maintain Special Services Department portion of the district website.
- Perform such other tasks as may deem to be appropriate

**PHYSICAL REQUIREMENTS:**

- Physical stamina and occasional lifting up to 40 lbs.
- Ability to sit for prolonged periods of time.
- Ability to stand, walk and bend on a frequent basis.
- Ability to use computer, telephone, and other office equipment for extended periods of time.



### GENERAL RESPONSIBILITIES

- Support the philosophy and mission of School District 9.
- Maintain the confidentiality of sensitive and confidential information related to personnel issues, grievances and arbitrations, collective bargaining and legal matters affecting the district.
- Work harmoniously with others and to communicate effectively (both orally and in writing) with a diversity of public and district personnel using tact, courtesy, and good judgment.
- Work independently, make independent decisions, prioritize tasks to meet deadlines while maintaining accuracy and attention to detail.
- Learn, apply, and explain in detail the district policies and procedures in performing duties.
- Establish and maintain filing and record keeping systems.
- Understand and follow oral and written instructions with speed and accuracy.
- Research information and compose memos, letters, and other correspondence for a supervisor/administrator's signature.
- Compile information, maintain extensive reports, and prepare reports.
- Interpret and explain program or department policies, rules, and regulations in response to inquiries.
- Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information.
- Possess a working knowledge of bookkeeping practices and procedures.
- Skilled in computer operation and use of computer programs involving word processing, spreadsheets, data base programs; i-devices, use of telephone, calculator, copier and other office equipment.
- Accurately and rapidly, draft correspondence.
- Possess language skills including composition, punctuation, spelling and correct usage.
- Achieve professional growth as directed by the district, through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Respond in a cooperative and positive manner to supervision and direction.
- Model personal behaviors of honesty, fairness, courtesy, consideration, good citizenship and a strong work ethic.
- Achieve and maintain satisfactory levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Maintain satisfactory attendance.
- Perform job related tasks as designated by supervisor.

**RATE OF PAY:** According to Confidential Salary Schedule

*This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.*

Employee Signature: \_\_\_\_\_

Date \_\_\_\_\_

**Board Adopted:**