



**HOWARD LAKE – WAVERLY – WINSTED ISD 2687**

**JOB DESCRIPTION OF POSITION:** Confidential Employee

**Special Education Secretary:** Under the direction of the Special Education Coordinator is responsible for maintaining record for Special Education.

<b>Job Title:</b>	Special Education Secretary	<b>Revised Date:</b>	11-13-17
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Job Description: Handles District Special Education records.

**Special Education Secretary Duties**

Areas of Responsibility are:

- Monitor Student SpEd records and files
  - General filing
  - Creating new records
  - Managing students that have graduated, moved, or were tested and did not qualify.
  - Checking files for current IEP's and evaluation reports
- SpEd Forms
  - Setting up users
  - Setting up calendars
  - Moving students between case managers / Student Sharing
  - Adding new students / Remote students
  - Exiting Students
  - Inactivate Student Records
  - Reports as needed
- MARSS information for Special Education Students
  - Work closely with the district MARSS reporter to get updates to her as well as ensure the following are accurately identified
  - Instructional Setting
  - Transportation
  - Primary Disability
  - Other
    - State Aid Category
    - Status End Code
- Open Enrolled Students (in and out of the district)
- Tuition Agreement Students
  - Use SpEd Forms to Search for Non-Resident Students
  - Complete Form
  - Print & Send with copy of current IEP for signature
  - Collect returned forms
  - Keep updated list for district of open-enrolled students
- Assist Special Education Coordinator w/ reports & trainings
- Assist w/ 3<sup>rd</sup> Party Billing for the district & cooperative
- Assist w/ membership and attendance for the district & cooperative

<b>Job Location:</b>	Howard Lake Middle School	<b>Company Industry:</b>	Public School
<b>Job Role:</b>	Secretarial	<b>Employment Status:</b>	Est. 300 to 350 hours annually
<b>Employment Type:</b>	Employee	<b>Manages Others:</b>	No
<b>Band-Grade-Sub Grade:</b> <b>State Job Match Points:</b>	B-2-2 150 Note: additional hours may be added as needed.		

**Qualifications:**  
 \* Strong interpersonal skills      \* Excellent organization skills      \* Ability to multi-task in fast-paced dynamic environment  
 \* Excellent computer skills      \* Excellent oral and written communication skills

<b>Career Level:</b>	Entry Level	<b>Years of Experience:</b>	[1-3 years]
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**Degree:** High school or Equivalent, Two year Administrative Assistant or Associates Degree

**Non-Union**

<b>Approved By:</b> Karrie Taylor	<b>Date Approved:</b> 4-30-14
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