

Red Wing Public Schools Position Description

Special Education Secretary

General Information

Department:	Special Education
Unit:	RW Education Support Personnel Association
Immediate Supervisor:	Assistant Director of Special Education
Grade Placement:	10
FLSA Status:	Non-Exempt

Position Summary

The Special Education Secretary maintains and organizes Special Education information and files for students and teachers, as well as assists Special Education teachers and School Psychologists.

Essential Duties and Responsibilities

1.	<p>Maintains and records all relevant information for Special Education students using special education management software.</p> <ul style="list-style-type: none">a) Updates and organizes student information, including the creation of forms for new students, contact information, testing results, progress reports and case management.b) Enters end dates, activates and deactivates student files in the special education management software.c) Assists Special Education Teachers with questions regarding the special education management software.d) Maintains confidentiality of this information.
2.	<p>Provides general administrative assistance in the office.</p> <ul style="list-style-type: none">a) Provides customer service to all incoming visitors.b) Answers phone calls and directs callers to appropriate location.c) Reserves conference rooms for Special Education meetings.d) Sets up files for new Sp Ed students that registered in the district over the summer months, requests prior school records and performs follow-up, as needed.

3.	<p>Updates, maintains and distributes relevant information regarding Special Education students.</p> <ul style="list-style-type: none"> a) Transfers and delivers audit files, psychological testing kits, between school locations as needed. b) Faxes student information request by School Psychologists, Special Education Teachers and other school personnel. c) Distributes and mails all testing information, permissions and progress reports to parents and teachers. d) Updates Sp Ed databases, drop student databases and testing databases. Distributes information requested to appropriate parties. e) Distributes 504 plans to teachers. Maintains student files and provides final copies to parents. f) Provides regular education teachers with updated accommodations for all students with IEPs.
4.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: High school diploma or GED

Degree Information: Not applicable

Major Field of Study or Degree Emphasis: Not applicable

Required Work Experience: Minimum of 1 year of secretarial, clerical, or customer service / support experience

Licenses / Certifications Required: None

Essential Knowledge Required to Perform the Essential Functions of the Position

- Fundamentals of general office procedures and practices of the district.
- Special education management software and student information system software for entering and updating records for special education students.
- Office etiquette and customer service procedures and routines.
- Fundamentals of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.
- Basic fundamentals of computer operation and use.
- General knowledge and use of such equipment as intercom system operation, duplicating equipment, fax machines, postage machines, calculators and other general office equipment
- Familiarity with general business productivity software such as word processing, spreadsheet, and email programs.

Essential Skills Required to Perform the Work

- Applying customer service and human relation skills when dealing with district employees, students, parents, and the public.
- Ability to practice confidentiality procedures.
- Ability to follow written and verbal instructions without supervision.
- Applying procedures, policies, and operational routines pertaining to assigned areas of responsibility
- Using office productivity software for basic word processing, file maintenance and data entry.
- Performing duties and tasks that require considerable attention to detail, precision and accuracy in recording, entering, tracking or monitoring student information or district record maintenance activities.
- Ability to learn and apply office routines and procedures.
- Operating general office equipment such as computers, copiers, fax machines, and voicemail.
- Ability to learn and acquire skills and knowledge of other positions within area of assignment.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Sedentary Work: Exerting up to 10 pounds of force frequently and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands arms			X	
Climb or balance	X			
Stoop, kneel, crouch or crawl			X	
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical school/district office setting where there are minimal environmental hazards and risks associated with the performance of assigned duties and tasks.

Classification History and Approval

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