

**CLASS TITLE: Special Programs Secretary  
Range 12**

**Basic Function:**

Under the supervision of the Assistant Superintendent, specialist teachers, and school psychologist, performs a wide variety of clerical work involving keeping records, typing psychological reports and state and federal project reports

**Representative Duties:** (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

- Answers routine correspondence with speed and accuracy
- Uses computer and customary software to compute data and compile monthly and annual reports pertaining to state and federally mandated programs
- Keeps records of all local, state and federal testing
- Maintains other student records including special education
- Types with speed and accuracy from dictaphone, oral directions, rough draft copy or notes Arranges appointments with school personnel and parents
- Operates and maintains office machines
- Maintains files of all correspondence and reports submitted to various educational agencies Maintains confidential psychological records and reports
- Receives, labels and maintains inventory of materials and equipment purchased with categorical funds
- Keeps records of expenditures by program; maintains current budgets and student information on computer
- Arrange required meetings with students and parents
- Other related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Modern office practices
- Business software and Internet
- Good public relations
- Special education laws and timelines
- Correct English usage both spoken and written

**ABILITY TO:**

- Type 50 words per minute
- Establish and maintain rapport with students, staff and parents
- Focus on meeting deadlines despite interruptions

- Work in multi-tasking environment

**EDUCATION AND EXPERIENCE:**

- High School diploma with some college level business courses
- At least 2 years of prior experience in a clerical position

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- The noise level in the work environment is moderate.
- Interruptions due to unexpected events and walk-in traffic are frequent.
- The position requires multi-tasking and the ability to focus in a distracting environment.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

Board Approved: June 26, 2014