

**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.*

Adopted: 6/20/05