

Diagnostic Clinic/Special Education Secretary

Job Title: Diagnostic Clinic/Special Education Secretary
Department: Special Education/Clerical
Reports to: Director of Special Education
Classification: Non-Exempt (*This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.*)

JOB SUMMARY:

To assist the Diagnostic Clinic personnel, the special education teachers, component district personnel, and the students and parents in managing the Diagnostic Clinic to run as effectively and efficiently as possible. This person maintains processes, submits, distributes, and files all records and reports and ensures the smooth and efficient operations of the Diagnostic Clinic.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organizes and maintains confidential records for Diagnostic Clinic.
- Maintains a master list and database of all IEPs, updates and evaluation dates.
- Responsible for the transfer of school records to outside agencies per district policy.
- Assists with making arrangements for conferences, interviews and meetings for Diagnostic Clinic staff and/or Director of Special Education.
- Answers phones in a professional manner, fields questions to the appropriate department/employee, records messages and forwards.
- Welcomes administrators, teachers, students and other visitors to the office and conducts routine office business with them.
- Receives and distributes information to Pemiscot County Special District staff, component district staff, students, and parents as required.
- Types correspondences, reports, notices and recommendations.
- Obtains, gathers and organizes pertinent data as needed and puts it into usable forms.
- Communicates and is knowledgeable of school activities, updated policies and rules and building schedules.
- Prepares correspondence, maintains filing system and answers inquiries as needed.
- Takes and maintains inventory.
- Assists the Diagnostic Clinic staff with various duties as needed and assigned.
- Assists with the collection and maintenance of records (including scanning and storage).
- Performs various duties as assigned by the Director of Special Education.

SUPERVISORY RESPONSIBILITIES:

- Student and/or students who are awaiting or exiting testing by Diagnostic Clinic

personnel.

EDUCATION and EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum of High School Diploma or equivalent required.

- Two year college, technical degree or equivalent from accredited university preferred
- Minimum of High School Diploma or equivalent required.
- Two or more years of related experience preferred.
- Experience with the operation of computers and software.

COMMUNICATION SKILLS:

- Ability to write accurate reports and business correspondence consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Must have excellent keyboarding skills and good grammatical, spelling and punctuation.
- Ability to establish and maintain effective working relationships with staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all district requirements and Board policies.

PHYSICAL DEMANDS:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ABILITIES:

- The employee may frequently lift and/or move up to 25+ pounds.
- Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors.
- While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.