

## POSITION DESCRIPTION

**TITLE:** Secretary to the Supervisors of Special Education

**CLUSTER:** Cluster 2C

**QUALIFICATIONS:** High School Diploma

Intermediate Microsoft Word, Excel and Outlook skills; proficiency utilizing Microsoft Access databases; prefer PowerPoint skills.

Proven filing, transcription, calculator and telephone courtesy skills; Proficiency and accuracy preparing typewritten and electronic documents; High efficiency completing multiple tasks simultaneously; Ability to handle high level of confidential information; Effective oral and written expression; Proficient use of contemporary office equipment; Excellent organizational skills and abilities; Ability to understand and follow written instructions; Ability to sit and stand for long periods of time; Ability to work flexible hours; Experience and leadership skills in secretarial functions and in working with teachers, administrators, support personnel, parents, and students.

Must have the ability to take suggestions, directions, and coaching relative to procedures and policies as outlined by the Director of Special Education and Supervisor(s) of Special Education.

**REPORTS TO:** Supervisors of Special Education

**LOCATION:** Colonial Intermediate Unit 20 Central Office

**JOB GOAL:** To perform all secretarial functions necessary to assist the Supervisors of Special Education for LSS, MDS, and PS classes in Monroe and Northampton Counties, Transition Team, CIU 20 CIT teachers, Resource Specialist for LSS classes, Resource Specialist for MDS and PS classes, and the Mental Health Treatment Specialist/Community Liaison for MDS, LSS, and PS programs; ensure effective and efficient office operations; be an integral part of the IU vision and mission.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **1. Special Education Duties and Responsibilities**

Process LSS, MDS, PS referrals. Check computer "Student Folder" for file number or request a new student number, copy referral and file copy in main file room. Maintain class lists and keep them updated and assist supervisors in secretarial matters. Assist as required in processing "over 21" files.

## **2. Office Duties and Responsibilities**

Ensure effective and efficient office operations by maintaining confidentiality; providing quality work; improve process efficiency; manage phone calls; maintain staff schedules; manage appointments; handle mail and correspondence; maintain file systems; complete and monitor duplication and lamination requests; maintain work area; participate in the work sharing process; assume additional responsibilities; attend office trainings, workshops, and conferences; extend courtesies to staff and visitors; follow IU policies and procedures; be an integral part of the Intermediate Unit's vision and mission by working as a team member, contributing to and achieving department goals, updating supervisor(s) and team members on potential opportunities.

### **OTHER MAJOR DUTIES AND RESPONSIBILITIES:**

#### **1. Office Duties and Responsibilities**

Assist with effective and efficient office operations by providing back-up switchboard/reception area coverage and coverage with phones and assistance to other work areas.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

### **TERM OF EMPLOYMENT:**

1. Salary and work year to be established by the CIU 20 Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

# SECRETARY TO THE SUPERVISORS OF SPECIAL EDUCATION

## Standards of Performance

The Secretary to the Supervisors of Special Education will report to the Supervisors of Special Education.

The standards of performance of this position are:

### **Essential Duties and Responsibilities**

#### **1. Special Education Duties and Responsibilities**

To process LSS, MDS, PS referrals. Check card file for file number or request a new student number, copy referral and file copy in main file room. Maintain class lists and keep them updated and assist supervisors in secretarial matters. Assist as required in processing "over 21" files. (80 points)

#### **2. Office Duties and Responsibilities**

To ensure effective and efficient office operations by maintaining confidentiality; providing quality work; improve process efficiency; manage phone calls; maintain staff schedules; manage appointments; handle mail and correspondence; maintain file systems; complete and monitor duplication and lamination requests; maintain work area; participate in the work sharing process; assume additional responsibilities; attend office trainings, workshops, and conferences; extend courtesies to staff and visitors; follow IU policies and procedures; be an integral part of the Intermediate Unit's vision and mission by working as a team member, contributing to and achieving department goals, updating supervisor(s) and team members on potential opportunities. (20 points)

**SECRETARY TO THE SUPERVISORS OF SPECIAL EDUCATION**  
**Standards of Performance**  
**Essential Duties and Responsibilities**  
**Special Education Duties and Responsibilities**

1. Satisfactory performance in respect to Special Education duties and responsibilities will be attained when:
  - 1.1 ER reports, psycho educational evaluations and psychological reports when appropriate, supplemental agreements, and contracts are typed and distributed as directed in a correct and timely manner.
  - 1.2 In-service materials are typed and prepared as requested by the Supervisors of Special Education and Transition Team.
  - 1.3 Incoming and outgoing telephone calls are handled appropriately and in a courteous manner.
  - 1.4 Master files and correspondence files are maintained for the Special Education Supervisors.
  - 1.5 Master files and correspondence files are maintained for the LSS, MDS, and PS programs.
  - 1.6 Initial class lists are typed and regularly updated for all assigned programs.
  - 1.7 Staff assignment letters are disseminated for upcoming school year.
  - 1.8 Orientation materials for teachers are compiled for the start of the school year.
  - 1.9 Parent Notification letters are compiled and distributed for the start of the school year and during the school year.
  - 1.10 Accurate and current schedules for the Supervisors of Special Education, psychologists, community liaison/mental health treatment specialist, resource specialists, and transition team are maintained.
  - 1.11 Student referrals for LSS, MDS, and PS programs are processed in a timely manner.
  - 1.12 Provide back-up assistance in processing the “over 21” files.
  - 1.13 All work performed is done so in a thorough, neat, accurate and timely manner.

**SECRETARY TO THE SUPERVISORS OF SPECIAL EDUCATION**  
**Standards of Performance**  
**Essential Duties and Responsibilities**  
**Office Duties and Responsibilities**

2. Satisfactory performance in respect to office duties and responsibilities will be attained when:
  - 2.1 Confidentiality in job-related matters is understood and never violated.
  - 2.2 Work quality and office efficiency are improved on an on-going basis by requesting and utilizing training in new office technology and techniques. All work is performed in a thorough, neat, accurate and timely manner.
  - 2.3 Telephone calls are courteously managed and accurate and appropriate information is taken and routed to staff.
  - 2.4 Staff schedules, appointments, interview schedules, meeting room reservations/requirements, conference requests and travel arrangements are handled as requested.
  - 2.5 Incoming mail and correspondence is picked up at least once in the morning and once in the afternoon and promptly opened, date stamped, and routed to staff on a daily basis. All mail is reviewed, and urgent and important items are immediately brought to the attention of the appropriate staff member.
  - 2.6 Correspondence and general files are maintained. Duplication and lamination requests are completed and monitored by appropriate timelines as requested.
  - 2.7 Maintenance of the work area is attended to through the care and maintenance of equipment and by keeping the office area in an orderly fashion whereby information can be retrieved.
  - 2.8 Assistance in the work sharing process is provided when requested and on a voluntary basis. Additional responsibilities are willingly assumed as recognized.
  - 2.9 All office trainings, meetings and conferences (internal and external) are attended as requested. CPETracker is utilized to enroll in and set-up functions and events as requested by staff. This includes class lists, registration and attendance.
  - 2.10 Courtesy and assistance is extended to all employees, visitors, meeting attendees, and appointments through positive and professional relationships.
  - 2.11 Intermediate Unit policies and procedures are followed.
  - 2.12 Intermediate Unit vision and mission are carried out by participation as a department team member in achieving department goals and advising of potential opportunities or problems.
  - 2.13 Update departmental information, as provided by the supervisors, on the CIU #20 website.