

Chittenden Central Supervisory Union Job Description

JOB TITLE: Administrative Secretary/Spec. Ed. Dept - Grade 6

FLSA STATUS: Non-Exempt

UPDATED: March 20, 2002

POSITION OBJECTIVES: To coordinate and carry out a variety of clerical/secretarial administrative tasks related to the Special education department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Perform regular secretarial duties for department chair and staff: answering phones, type/print using word processor, correspondence, reports, manuals, and the like; set up appointments with families and arrange for a meeting room; type, print and copy notice of meetings and other paperwork.
- Maintain the department's supplies and materials and order as necessary.
- Generate and track purchase orders while keeping track of the various accounts and balancing the budget..
- Assist in the maintenance of filing and record keeping duties. Organize files for the CBT, ISN and Quest for Sol Programs as well as for all of the 504 and 157 Plan students.
- Distribute to the appropriate case manager student profiles for the 504 and 157 Plans and assist with special ed. students.
- Coordinate sub-calling and coverage when substitutes cannot be found.
- Confer on a regular basis with the department head, other department/District personnel, and/or various firms/organizations/individuals outside the District in reference to the various programs offered by the department.
- Perform a variety of basic liaison tasks between students, faculty, staff, parents, or other department/program constituencies; explain policies/procedures, answer various questions, coordinate services/assistance, handle special requests or problems, routing to senior staff when appropriate.
- Assist the department Secretarial, when needed, with various administrative duties (i.e. filing, copying, typing).
- Work with students on an as needed basis.
- Perform other related duties as assigned.

SUPERVISION RECEIVED:

Moderate supervision is received by the Special Education Department Chair.

SUPERVISORY RESPONSIBILITIES:

No Formal supervisory duties.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Associates degree in secretarial curriculum, plus 1-2 years of relevant experience, or high school diploma or equivalent with 3-5 years of secretarial/clerical experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Language Skills.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, peers and representatives of outside organizations.

- **Mathematical Skills.**
Ability to perform basic mathematical operations of adding, subtracting, multiplication and division using units of American money and weight measurement, volume and distance.
- **Computer Skills and Experience.**
Excellent computer technology skills and experience, including word processing, spreadsheets, databases. Training and/or experience in using Microsoft Office and computerized filing systems.
- **Reasoning Ability/Mental Requirements.**
Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form. Ability to use discretion in handling confidential matters.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.
- **Other skills.** Strong organizational, interpersonal, and communication skills. Ability to prioritize is necessary.

PHYSICAL EFFORT AND STRESS.

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel; and talk and hear. The employee is frequently required to reach with hands and arms.

WORKING CONDITIONS.

The noise level in the work environment is usually quiet to moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.