

(REVISED 4-18-02)
(REVIEWED 0-0-04)
(REVISED 7-1-09)
(REVISED 9-11-09)

JOB DESCRIPTION

TITLE ESE SECRETARY

QUALIFICATIONS

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.

Education/ Experience	High school diploma or General Education Development (GED) certificate. One to two years experience. Computer skills required (e.g., ability to use email).
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	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. While performing the duties of this job, the employee is required to sit, talk and hear, stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

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 moderate.

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Performs secretarial duties and information management for the school Principal and ESE Program Specialist, ensuring that all activities pertain to ESE students.
2. Prepares and produces reports using student information systems, student information management and various computer programs (OFFICE Word and Excel).

SPECIFIC RESPONSIBILITIES

1. Generates and understands TERMS Reports (e.g., Reevaluation Report, IEP Report, FTE Error Report; ESE Verification Report; Educational Environment Report; Attendance and Discipline Reports.)
2. Takes and forwards messages; refers and answers inquiries
3. Maintains a working knowledge of Excent procedures (e.g., meeting notices, accessing IEPs, EPs and submitting transportation requests);TERMS; Psych Server; and the School District/Department Website (e.g., forms, procedural safeguards).
4. Responds to transfer student alerts that records of incoming ESE students have been requested.
5. Ensures absolute confidentiality of student information and records, filing and maintaining Exceptional Student Education (ESE) records for individual students in date sequential order. These files may include, but are not limited to: meeting notices, staffing forms; individual educational plans (IEPs); educational plans (EPs); notice of diploma option and age of majority; IEP/EP Progress Reports; and parental consents.
6. Operates office equipment, and monitors operation and serviceability.
7. Assists with inputting data (excluding student schedule) from ESE Data Sheet as provided by the ESE Program Specialist after an IEP/EP meeting.
8. Maintains a Master School Calendar for IEP/EP team meetings pertaining to students with disabilities; scheduling, seating, correctly documenting and notifying all meeting participants.
9. Performs other duties as assigned.