



EMPLOYEE NAME: \_\_\_\_\_

Revised: 7/86; 8/89; 6/92; 3/93; 8/93; 11/94; 2/95; 2/96; 12/97; 1/98;  
8/03; 2/04; 8/05, 11/11; 10/12; 4/16; 6/16; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Secretary V, Special Education	<b>JOB CODE:</b> 487C
<b>DIVISION:</b> Academic-Support and Specialized Services	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Special Education	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Special Education	<b>PAY GRADE:</b> Rank V (NC05)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates and accomplishes the secretarial and clerical tasks for the Department, Assistant Director, and Director.	

### REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 3 years of responsible secretarial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; typing; Excel, Word; organizational skills

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Coordinates secretarial and clerical tasks for the Department.
3.	Answers telephone, takes messages, gives information to callers, routes calls to appropriate individuals, and returns calls when appropriate.
4.	Composes or transcribes correspondence as directed.
5.	Maintains confidentiality when dealing with sensitive information regarding students, parents, or personnel.
6.	Provides information and/or handles routine business in the absence of or as delegated by Director.
7.	Files correspondence and other records; prepares performance contracts, purchase orders and monthly travel reports; maintains conference and secretarial accounts; keeps accurate records on personnel absences.
8.	Operates computers, printers, copiers, scanners, and other equipment to facilitate workload and enhance office operations.
9.	Collects and submits to HR all Department staff evaluations in a timely manner.
10.	Orders supplies for Department.
11.	Participates in internal decision-making activities as requested.
12.	Submits EAFs and job requisitions for Department positions.
13.	Completes all IEE requests; follows through on required paperwork.
14.	Enters allotment changes and distributes paperwork as necessary.
15.	Completes all system access forms for administrators.
16.	Compiles all ESY applications and places site orders for ESY supplies.
17.	Utilizes CSIS, electronic records system, and computerized IEP program to access information.
18.	Promotes positive relationships with central office staff, local school personnel, and parents.
19.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_