

WARREN HILLS REGIONAL SCHOOL DISTRICT

TITLE: CHILD STUDY TEAM SECRETARY

QUALIFICATIONS:

1. High school diploma or equivalent training.
2. Minimum experience as determined by the board.
3. Experience with technology and software applications.
4. Knowledge of automated office equipment and efficient office procedures.
5. Ability to communicate effectively through written language and oral presentations.
6. Required criminal history check and proof of U.S. Citizenship or resident alien status.
7. Strong interpersonal skills in working with students, parents, faculty and child study team members.
8. Ability to maintain professionalism and confidentiality in all situations and interactions.
9. Effective oral, written, and interpersonal communication skills.

REPORTS TO: Supervisor of Special Education

JOB GOAL: To effectively perform challenging yet confidential secretarial and clerical duties pertaining to special education, in a fast paced environment where attention to detail and discretion are tantamount to the department and district's maintenance of compliance as governed by federal, state, and district policies and regulations.

PERFORMANCE RESPONSIBILITIES:

1. Supports the programs, policies, and regulations of the *Warren Hills Regional School District Board of Education* and the Department of Special Education.
2. Provides secretarial support and maintenance for all members of the Child Study Team, per building assignment.
3. Act as liaison and support to other district Child Study Team secretary and other district secretaries as required.
4. Arranges, completes, and disseminates information of reports required by law and the *New Jersey Administrative Code*.
5. Expeditiously handles calls involving sensitive and confidential information about students, parents and families.
6. Addresses routine inquiries from students, parents, faculty and stakeholders about special education matters.
7. Organizes respective school SEMI information, for Child Study Team members, support service providers, and district staff to ensure accuracy, compliance and alignment as required.
8. Use of effective technology skills to maneuver district and department's student information system as pertaining to scheduling and as required by Child Study Team.
9. Maintains highly confidential student records, files, correspondences and other information in a manner that is secured, yet accessible to administration and child study team members.

WARREN HILLS REGIONAL SCHOOL DISTRICT

10. Creates memos, charts, support schedules, IEP meeting schedules, agendas, forms and other functions to ensure a smooth and efficient Child Study Team.
11. Relates congenially with students, parents, co-workers, and Child Study Team members and outside vendors who may engage with department.
12. Daily accesses student attendance to ensure appropriate enrollment, de-enrollment, schedule changes and disciplinary information and notify case managers daily of changes.
13. Work closely with Out of District personnel to maintain accurate data, such as attendance, enrollment/de-enrollment of WHRSD students.
14. Copies, collates and prepare materials for case managers as related to meetings, student records, and notifications from the county, as relating to Special Education.
15. Prepares and submits Child Study Team mileage reports monthly for submission to supervisor for processing.
16. Schedule appointments, prepares necessary paperwork and mailings for Child Study Team meetings to ensure compliance.
17. Vigilantly maintains regular mailing of documents/notices in alignment with district policies and the *New Jersey Administrative Code 6A:14*; notices and documents including, referrals, eligibility, annual reviews, and progress reports.
18. Replenishes department materials, through use of appropriate software and approved vendors, submit for approval.
19. Reports any concerns about deviations from district/department's policies and practices which may impair or impede delivery of services as required by the *New Jersey Administrative Code 6A:14*.
20. Perform other duties and assignments, including other tasks related to the efficient operation of the office as required or otherwise assigned.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by:

Date: August 15, 2017

Revised: March 19, 2019

Revised: July 13, 2021

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretarial and clerical employees
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.