

WARREN HILLS REGIONAL

TITLE: Secretary to the Supervisor of Special Education

REPORTS TO: Supervisor of Special Education

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

JOB GOAL: Performs secretarial and clerical responsibilities necessary for an efficient and effective special education department office that assists Special Education Administrator(s) and supervisor(s) in the performance of their responsibilities. Assists Supervisor of Special Education in matters related to personnel.

PERFORMANCE RESPONSIBILITIES

1. Perform secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, i.e. Special Education and related services, requiring a thorough knowledge of the rules and regulations of the schools and school district.
2. Be responsible for compilation of documents needed for special education programs, services, budget, planning and preparation.
3. Keep confidential all correspondences, reports and other documents relating to special education and district matters.
4. Demonstrate willingness to substitute for other secretaries as needed and/or requested.
5. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
6. Ensure that all communications from the office meet proper written and oral English standards.
7. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
8. Maintain an efficient and well-organized electronic and paper data collection and filing systems, including confidential files.
9. Arrange appointments and maintain schedule for Supervisor of Special Education.
10. Assist Supervisor of Special Education in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an

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- attractive presentation, copying, collating, and transmitting or distributing final products.
11. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator's responsibilities.
 12. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.
 13. Maintain financial records for the accounts and budgets assigned to the Special Education department, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
 14. Order and maintain office supplies and provide for the maintenance and repair of equipment.
 15. Assist the administrator in handling interruptions and emergencies.
 16. Process all administrator appointments and new hires.
 17. Enroll them in the Special Education Medicaid Initiative (SEMI).
 18. Run reports of Special Education accounts to justify spending and preventing any overage.
 19. Process and prepare all petty cash for department and complete paperwork to substantiate spending and requests.
 20. Process all non-tenured and tenured evaluations for all district employees.
 21. Track all outgoing actions, memos and transfer requests that are either sent out or received from Supervisor of Special Education.
 22. Assist in other duties designated by the Superintendent and/or Supervisor of Special Education.
 23. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
 24. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
 25. Attend required staff meetings and serve, as appropriate, on staff committees.
 26. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
 27. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
 28. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines. Violation of confidentiality may result in termination.
 29. Provide clerical support in the labor negotiations process including, but not limited to: typing of: proposals, typing of minutes of board strategy sessions, typical of strategy memoranda and preparation of spreadsheets costing out board proposals.
 30. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

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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.

Adopted: June 20, 2017
Revised: August 15, 2017
Revised: March 19, 2019
Revised: June 11, 2019

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1-7.5	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; requirements
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretarial and clerical employees
<u>N.J.S.A.</u> 18A:17-24	Clerks in superintendent's office
<u>N.J.A.C.</u> 6A:32-6	School employee physical Examinations
8 <u>U.S.C.A.</u> 1100 et seq.	<u>Immigration Reform and Control Act of 1986</u>