

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Secretary – Special Education	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 months	<i>Grade:</i> 5

Job Summary

Performs a variety of general office tasks associated with special education clerical functions within a school or the special education department, maintaining a high level of confidentiality with all student information.

Essential Job Functions

Records, compiles, scans, and maintains special education records.

Coordinates schedules for required meetings; sends invitations and reminds participants of scheduled meetings.

Maintains daily appointment schedules and keeps appointment calendars for staff.

Assists in tracking special education timelines to maintain compliance with federal and state special education laws and school district procedures.

Answers and directs in-person and telephone inquiries and greets visitors.

In conjunction with teaching and/or departmental staff, organizes and maintains a uniform record keeping system based on the useful, legal, and archival values of school district records.

Transcribes routine correspondence, memoranda, forms, and records; performs data entry for student records and maintains appropriate back-ups. Maintains files of correspondence, certification files, and other records, including confidential materials; manages record-keeping information, i.e. referral, consent for testing, evaluation, eligibility, and placement documents.

Receives and distributes incoming mail to the appropriate department staff. Distributes or sends information to parents, students, classroom teachers and other educational professionals.

Non-Essential Job Functions

May assist and monitor special education students outside the school building during recess duty and before/after school.

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment, including computer, scanner, printer, copy equipment, and fax machine.

Independent Decisions

Makes routine job related decisions.

Primary Working Contacts

Daily contact with special education teachers and/or special education department staff, school staff, and parents; occasional contact with other administrative center staff and the public.

Responsibility for Cash, Equipment, Safety

None.

Supervision Received and Exercised

None given; supervised by building administrator, special education teachers, and the special education administrative staff.

Unusual Working Conditions

Work is performed in a normal office setting. Position is mostly sedentary with extended periods sitting at desk/computer. May be exposed to extreme cold temperatures during occasional recess or bus duty.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or GED equivalent.
2. Strong oral and written English communication skills.
3. Must be competent in the use of computer word processing software and have experience using email calendar applications.
4. Strong knowledge of standard office procedures, practices, and equipment, as well as general knowledge of English, spelling, punctuation, grammar, and basic math.
5. Must have ability to interact with others in a courteous and tactful manner, to meet deadlines, to flexibly reprioritize work as needed, and to maintain confidentiality of records and oral information.

The following are preferred:

1. At least one (1) year of secretarial experience.
2. Experience with web based Individualized Education Program (IEP).

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.