

JOB DESCRIPTION –PUPIL SERVICES SECRETARY

- Qualifications:** Clerical experience, computer skills, strong interpersonal skills
- Basic Function:** Serve as full-time secretary to the Pupil Services Department
- Work Schedule:** 100% Full-time school year employee; 202 work days (180 student days & 11 days before school begins and 11 days after school ends). This is equivalent to 1616 hours. Normal work hours are 7:30 AM to 4:00 PM.
- Job Goal:** To provide office/clerical support to the Pupil Services Director and Students with Disabilities staff members.
- Evaluated by:** Pupil Services Director/School Psychologist

Responsibilities:

1. Assist in monitoring SWD student enrollments
 - a. Ensure that all SWD confidential student files are secured and filed appropriately
 - b. Monitor SWD transfer student records ensuring that all necessary legal documentation is obtained or exchanged between school districts.
 - c. Keep calendar of IEP team meetings updated and accurate
2. Assist with correspondence between SWD staff, regular education staff, administrators, and parents.
 - a. Generate copy and distribute SWD and Non-SWD correspondence letters (i.e. BCT, 504, IEP team meeting memos etc.)
 - b. Schedule all SWD meetings (i.e. IEP, Re-evaluation, etc.) with parents, teachers, and therapists. Insure that timelines are met. Notify parties involved and generate necessary paperwork.
 - c. Place reminder calls to parents prior to each IEP team meeting.
3. Secure substitute teachers for all SWD staff.
4. Answer SWD office phone, take messages and distribute to the necessary individuals.
5. Be responsible to monitor Medicaid claims relating to students receiving such assistance.
 - a. Obtain necessary parental consent for filing claims.

- b. Notify therapists and teachers delivering services when a student on their caseload is Medicaid eligible.
6. Develop and maintain necessary computer skills regarding the IEP student records program, word Processing programs, and internet searches.
 - a. Become fluent with managing the IEP Student Records program and familiar with the current district wide student records program.
 - b. Knowledge of word processing programs, such as Microsoft Office Suite
 - c. Knowledge of Excel for spreadsheet use.
 - d. Design new forms for use by staff as needed
7. Type SWD evaluation reports, maintaining confidentiality of all information presented.
8. Copy necessary IEP paper work for SWD staff members as requested.
9. Generate Purchase Orders for SWD staff
10. All other responsibilities as assigned by administration

Approved: June 2, 1997

Revised: November 17, 2008