



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Special Education Secretary	Department: Special Education	Bargaining Unit: Clerical
Immediate Supervisor: Director of Special Education	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the direction of the Director of Special Education, the Special Education Secretary is responsible for providing secretarial and administrative support services for the Department of Special Services in coordinating the collection, maintenance and reporting of student data; updating, maintaining, and reporting of department financial data; compiling and tracking departmental budgets; compiling, verifying and processing tuition agreements; and performing confidential administrative support activities for the Director of Special Education.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitoring, processing and entering special education forms and data into the student information system.
 - a) Monitors and follows timelines and deadlines established by MDE for reporting.
 - b) Processes tuition agreements for all special education students from outside of the district receiving special education in-district and verifies data with MARSS staff.
 - c) Provides IEP's and evaluations to parents and outside agencies.
 - d) Mails completed documents, as appropriate.
 - e) Performs maintenance on the iReady and Aimsweb system (i.e. database). Inputs student data and testing as requested by staff. Accesses and/or retrieves student information to assure the accuracy of the data.
- Provides administrative support functions for the Director of Special Education.
 - a) Assists in managing the Director's calendar. Schedules appointments and meetings requested of staff or other parties.
 - b) Complies with district initiatives by setting appointments between staff and special education parents that also involve the Director's participation.
 - c) Assists the Director in tracking the Special Education budget. Codes all department purchases, verifies purchases are within budgetary guidelines, and collaborates with the Business Services Director in addressing fiscal questions or related issues.
 - d) Provides assistance to all department staff and buildings pertaining to registration for ongoing training sessions.
- Monitors and follows up with staff to assure all activity reports are accurately completed and reflected in the EDRS system to assure the district meets audit requirements.
- Coordinates and implements record retention schedules and requirements; the filing of protocols, evaluations and IEP's. Ensures graduated students have a current copy of their last IEP/evaluation with the district that will follow them to transitional programs and/or post secondary opportunities, as required by statute.

- Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Fundamentals of general office and district administrative procedures and practices. • Knowledge of office etiquette and customer service procedures and routines. • Fundamentals of general recordkeeping maintenance routines to perform data/record maintenance in filing, retention schedules, or recording data in hard copy or data filing systems. • Knowledge of Special Education forms and processing procedures. • Fundamentals and knowledge of accounting and bookkeeping practices and special education finance regulations, guidelines and deadlines. • Specialized district systems and applications including Infinite Campus, iReady, Aimsweb, etc. • Knowledge of data privacy and other laws, rules or regulations pertaining to job responsibilities. • Familiarity with office equipment, computers, general office productivity software (i.e. word processing, spreadsheet, presentational software, email programs, etc.).
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 3 years related administrative support and secretarial experience. Some school district experience is desirable.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Requires a MN driver's license or evidence of equivalent mobility. Registered with Special Ed Forms, MARSS, IC and MDE.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Learning, using and applying specialized programs, applications, and electronic reporting formats/reports employed by the district (e.g. MARSS, EDRS, Infinite Campus, Ready, Aimsweb, etc.). • Implementing and maintaining student records and data retention procedures, routines and operations of the department/district. 	



- Performing general accounting procedures and processes pertaining to special education funding, regulations and guidelines.
- Compiling, reviewing, and preparing a variety of student reports, financial/student summaries, and narrative reports.
- Verifying, compiling and processing tuition agreements and billing procedures.
- Providing secretarial support to department administrative personnel including word processing, calendar management and general office functions.
- Written and oral communication skills.
- Customer service skills and orientation.
- Learning and understanding the programs, department functions, and rules, regulations or guidelines that impact department operations and specifically administrative support functions of the office.
- Performing job assignments that require attention to detail, precision and accuracy.
- Prioritizing job assignments and projects and performing assignments with minimal oversight.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

Duties are generally performed in a typical school/office setting where there are minimal environmental hazards and risks.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk			X		Up to 25 lbs		X		
Sit			X		Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.



SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 5/2015 by BCC; Updated 6/2015

