

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Secretary</b>
<b>Department:</b>	<b>Pupil Personnel</b>
<b>Reports to:</b>	<b>Director of Special Education</b>
<b>Supervises:</b>	<b>n/a</b>

### Description of job:

#### SUMMARY OF REPSONSIBILITIES:

Assists the Director of Special Education in all administrative functions within the Pupil Personnel Services Department. Overall responsibility of coordinating fiscal grant expenditures and assisting in the preparation of special education, federal and state grants and tuition accounts for special education students.

#### ESSENTIAL FUNCTIONS:

1. Independent responsibility for assigning all account numbers to time sheets and purchase orders for special education, federal and state grants.
2. Assists and prepares budget amendments for expenditures for special education, federal and state grants.
3. Maintains all grant line item account balances for special education, federal and state grants.
4. Independently prepares contracts and purchase orders for special education students and prepares tuition report for school committee.
5. Maintains census information (including indictor 11 and 13) for the state department of education for all special education students, including the District ASPEN SIS system and TIENET.
6. Processes all invoices for payment for special education students and special education, federal and state grants.
7. Assists in the coordination of the districts transfer requests by obtaining or sending appropriate records and data.
8. Assists the department in the preparation of purchase orders for evaluations and counseling by contacting physicians/agencies regarding payment, typing correspondence and mailing records.
9. Assists with all duties pertaining to the collection of Medicaid claims for North Kingstown Special Education students.
10. Independently prepares reports for the department relating to caseloads, placements or other data reports as requested.

#### OTHER RESPONSIBILITIES:

1. Provides assistance to special education staff in obtaining, copying files, records or other documents as well as providing proper forms and ordering supplies as necessary.

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2. Maintains confidential files for all Special Education students on IEP's, copying records for teachers and agencies when necessary.
3. Maintains class lists for all special education IEP students and special education tuition students.
4. Maintains necessary supplies and materials for the office
5. Prepares the necessary state and federal reporting requirement.
6. Reconciliation of ASEOP personnel system for PPS.
7. Other duties and responsibilities as required by the Director of Special Education

**Protective Personal Equipment:** n/a

<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: X</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
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**Classification Key:**

*Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;*  
*Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;*  
*Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;*  
*Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;*  
*Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.*

<b>Driving Requirements:</b>	None: X	Manual:	Automatic:
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### Work Environment

<b>Floor Surface:</b>	Tile and/or carpet		
<b>Inside:</b>	100%	<b>Outside:</b>	
<b>Lighting:</b>	Fluorescent or Incandescent		
<b>Vibration:</b>	n/a		

### PHYSICAL DEMANDS

#### LIFTING

Maximum weight lifted: up to 50 pounds occasionally

WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

#### CARRYING

Maximum weight carried: up to 35 lbs.

WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

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PUSHING/PULLING						
Maximum push/pull: 10 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.	X					
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing	X				
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping			X		
Pinching		X			
Manual Dexterity			X		
Fine Dexterity		X			

**FREQUENCY KEY:** Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience:

Associates degree with a minimum of three years administrative and clerical experience, including accounting and Data management procedures or an equivalent combination of education and/or experience.

### License/Certificate/Certification:

n/a

### Technological and/or Technical Skills:

- Working knowledge of various computer programs including: ASPEN, GOOGLE, MUNIS, ASEOP, TIENET and MICROSOFT OFFICE

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2. Skill in secretarial and Data Management procedures.
2. Ability to maintain a variety of records and assist in preparing reports from such records.
3. Skill in the use of office equipment and various computer programs.
5. Demonstrate ability to draft clear, concise correspondence.
6. Knowledge of office practices and procedures.
7. Ability to organize and carryout a variety of complex secretarial, accounting and data management duties with minimum supervision.
8. Demonstrate initiative in detecting office practices which need improvement

### Communication Skills:

Ability to deal with personnel and the public in a courteous and efficient manner.

### Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner.

### Interpersonal and Problem solving skills:

Ability to interface with parents, students and members of the public in a helpful, efficient and professional manner; ability to effectively handle public complaints and issues using an effective problem-solving approach. Ability to maintain complete confidentiality on all school, administrative, family and student issues.

### Terms of Employment:

Per the North Kingstown Educational Support Professionals Contract

### Evaluation:

Per the North Kingstown Educational Support Professionals Contract

**Date: 6/2016**