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**JOB TITLE:** Process Coordinator Secretary  
**REPORTS TO:** Executive Dir. Of Special Services

**DEPARTMENT:** Special Services  
**FLSA STATUS:** Non-Exempt

**SALARY SCHEDULE:** Counselor/Process Coordinator Secretary  
**POSITION SCHEDULE:** 186 days (168 days + 18 days)

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

### **POSITION SUMMARY**

To provide knowledge and expertise to the Process Coordinators, Executive Director of Student Services and the District regarding federal and state laws and regulations. Ensures that Hillsboro School District provides the best possible quality educational programs and services.

### **ESSENTIAL DUTIES**

- Answers phones in a professional manner, fields questions, takes messages, and forwards calls to appropriate persons.
- Records and files Home School letters for Special Education files.
- Maintains Special Services records information and ensures that the information is updated and in compliance with DESE requirements.
- Receives and distributes information to/from students, staff and parents.
- Prepares reports, notices and other documents for the Executive Director of Special Services.
- Reviews yearly updates of Special Education forms to the District's Special Education software program based on DESE's revisions.
- Provides Core Data information to the District's MOSIS coordinator, when requested.
- Assists with gathering information for DESE reports on initial evaluations and Does Not Qualify (DNQ) reports.
- Assists with providing information for DESE report on add/drop of special education students.
- Send copies of Special Education paperwork (IEPs, etc) to Jefferson College, when requested.
- Process SSI/Disability requests.
- Proof and process IEPs and any other paperwork related to the Special Education files.
- Assists with taking inventory and ordering office supplies.
- Sends/Mails Notice of Destruction of Special Education Records letter to students and purge Special Education files
- Process request of records for students transferring in/out of the District.
- File MAP-A results/stickers within each designated student permanent file.
- Keeps Special Education data/information updated within the District's program (i.e. Infinite Campus) and Special Education program.
- Remains knowledgeable of school activities, updated policies and rules and building schedules.

### **MARGINAL DUTIES**

- Assists with the collection and maintenance of records
- Takes inventory of and assists with ordering office supplies

### **EVALUATION AND JOB PERFORMANCE**

- Support Staff Evaluation

**SUPERVISORY RESPONSIBILITIES**

- None

**QUALIFICATION REQUIREMENTS**

- Associate's degree (A. A.) or equivalent from two-year College or Technical Degree; and a minimum of three years experience or equivalent combination of education and experience.

**PHYSICAL DEMANDS**

- The employee may frequently lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl.

**MENTAL DEMANDS**

- Ability to maintain confidentiality; communicate clearly both orally and in writing

**ENVIRONMENTAL CONDITIONS**

- Exposed to moderate noise levels.

**Signatures:**

\_\_\_\_\_  
Assistant Superintendent of Human Resources

Date: \_\_\_\_\_

\_\_\_\_\_  
Director/Manager/Administrator

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Employee

<b>POSITION TITLE: Process Coordinator Secretary</b>					
Division Location: Data Center					
Date Completed: 9/25/2017					
Completed by: Matt Whitehead, District Executive Director, Special Services					
Instructions: Based upon a typical workday place a checkmark in the appropriate column.	Never 0 hours	Occasionally 1-3 hours	Often 3-6 hours	Frequently Over 6 hours	Constant
<b>Lifting:</b>					
0 - 20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 - 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50 - 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Carrying:</b>					
0 - 20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 - 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50 - 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Moving\Pushing\Pulling</b>					
0 - 20 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 - 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50 - 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/Holding with Hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Using Feet for Repetitive Movements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extremes of Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extremes of Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER CRITERIA: List below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicate requirements for:					
Minimum Acceptable Vision Characteristics:	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Excellent		
Color Vision Required:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No			
Minimum Acceptable Hearing Characteristics:	<input type="checkbox"/> Total loss	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Excellent		
Manual Dexterity Required:	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Excellent		
Talking/Speech Characteristics Required:	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Excellent		