



OAKLYN PUBLIC SCHOOL DISTRICT JOB DESCRIPTION

TITLE: CHILD STUDY TEAM SECRETARY

QUALIFICATIONS:

1. High School diploma and expertise in secretarial/clerical field with experience in word processing in Word, Excel and Publisher.
2. Demonstrates proven skills in interpersonal relations, organization and communication.
3. Successfully completes requires criminal history check and proof of U.S. citizenship or legal resident status.
4. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Child Study Team Coordinator and Principal

JOB GOAL: To ensure the efficient operation of the Child Study Team Office and assist the staff in the successful day to day operations of the Child Study Team and the special education program as a whole.

PERFORMANCE DUTIES:

- Direct all incoming phone calls and returning calls from parents
- Maintain record of all incoming calls and responses
- Provide information to parents in absence of team members (due to part time status of our team)
- Coordinate meetings, including annual reviews for approximately 70 special education students with CST and parents throughout the year as required by NJ Special Education Code; involves parent and teacher notification of meetings, arranging substitute coverage for teachers, and providing a schedule for substitute teachers. Also must be mindful of teacher preps, lunch times, and part time CST member schedules.
- Maintain a CST testing log to assure all evaluations are completed in accordance to NJ Special Education Code timelines
- Proof read all evaluation documents before sending to parents
- Send parent notifications of meetings, testing, and evaluation results
- Send school publications/notices to parents of out of district students as per NJ Special Education Code
- Maintain all CST student records in accordance with state guidelines

- Maintain accurate list of all special education students and provide this information to Superintendent, Principal, BA, and CST staff on a monthly basis
- Record Resource/In-Class Support hours monthly to provide data to BA annually for billing purposes (Hi Nella)
- Communicate with out of district CST offices; request/forward CST records when a student transfers in/out of district
- Follow up with parents after a missed meeting to obtain signatures on required documents
- Order supplies for CST office
- Substitute for office secretary as requested
- Submit NJSMART Special Education reports (October 15 report and EOY); this involves extracting data from EasyIEP, completing excel worksheet provided by NJSMART, uploading worksheet, reviewing and correcting all errors following upload, and submitting final worksheet. Also involves working with IT Administrator to be sure the date from the NJSMART Special Education submission coordinates with the NJSMART State submission
- Attend NJSMART workshops to remain up to date on state requirements and changes
- Administrator of EASYIEP system; this includes participating in online webinars to remain up to date on revisions to the site, providing training and support to teachers/staff, creating draft documents prior to CST meetings, finalizing documents following meetings, monitoring staff use of the EasyIEP system, and coordinating with PCG to provide changes/modifications to EasyIEP as needed
- Summer work; involves creating an hourly office schedule for the summer and completing all duties outlined above

TERMS OF EMPLOYMENT:

Ten month year. Salary and hours are established within the Agreement between the Oaklyn Board of Education and the Oaklyn Education Association.

EVALUATION:

Performance of the job will be evaluated annually in accordance with the provisions of the board's policies for personnel evaluation.

DATE APPROVED:

May 3, 2011