

Secretary - SPED

Marshall Public School District Job Description

Position Title: Secretary - Special Services and SIS Coordinator

Department: Instruction

Reports to: Special Services Director

SUMMARY: Assists the Director of Special Services by performing secretarial duties. Functions as a liaison between parents and school staff and maintains confidential special education records. Serves as School Information System coordinator for the school district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Types correspondence such as letters, memos, reports, and forms etc. for the Special Education Department.
- Greet visitors and answer routine telephone inquiries regarding department programs and procedures.
- Takes messages and routes other telephone calls.
- Maintains special education office files.
- Maintains files for special programs including Homebound, 504, Gifted, Homeless, LEP/ELL, Migrant, and Great Circle.
- Homebound services
- Local Effort billing for students in residence at Great Circle.
- Processes and maintains student/staff files.
- Maintains interpreter list
- Maintains and updates Inventory Records.
- Liaison for parents and school staff members.
- Maintains information for Special Education Department in School Database for DESE reporting.
- Coordinator for SISK12- maintenance and troubleshooting
- Summer school apps, contracts and maintenance
- Reconcile online lunch payments through PayPal.
- Bank deposits
- E-verify- all new employees
- Absence management system maintenance and troubleshooting
- Free and Reduced lunch application processing and verification
- SDAC Medicaid claiming
- Private school billing
- Operates office equipment such as copiers, computers, etc. (Assists special education teachers in using the computerized IEP system.)

SUPERVISORY RESPONSIBILITIES: None

EDUCATION and/or EXPERIENCE: High School diploma or general education (GED) -Experience answering the phone, using the computer effectively, and exhibits good people skills.

CERTIFICATES, LICENSES, REGISTRATIONS: None

EVALUATION: This position is evaluated in accordance with the Board of Education policy on Evaluation of Support Personnel.

TERMS OF EMPLOYMENT: 12 month employee. Salary to be established by Board of Education

