

Fairfield Public Schools

Title: Special Education Secretary (Secondary) **(Secondary Coordinators, Non Public and Secondary Extended Year Services)**

Job Purpose Statement: Provide administrative, clerical and secretarial assistance of a confidential, complex, and responsible nature, for the Executive Director of Special Education and Special Programs and middle school/high school Special Education Coordinators, interact with staff, parents and the public.

Supervision Received: Receive general supervision from the Executive Director of Special Education and Special Programs; the middle school/high School Special Education Coordinators and the Executive Secretary (Special Education).

Essential Job Functions:

Organize and prepare work using computer based word processing, database or spreadsheet programs; receive, enter and maintain information concerning secondary Extended School Year (ESY); schedule Non Public meetings and create PPT invitations; schedule and maintain the middle school/ high school Special Education Coordinator's meetings, PPT's and professional development; schedule all middle school/ high school PPT's involving attorneys; receive and report all instances of seclusion/restraint K-12 to the CT SDE; package and forward information to schools.

Perform secretarial and clerical services in communicating with parents, schools, staff members, medical and other professionals in support of Special Education, Secondary Extended School Year and the Non Public team; complete purchase orders for district psychology and speech/language materials.

Assemble information; organize, set up and maintain confidential files/materials; perform lead secretarial/clerical administrative work in the functional area of secondary ESY; develop and maintain a roster of middle/high school service providers; respond to inquiries from prospective service providers, supply employment application, tax forms, I-9 forms and fingerprinting information; Interact with professional staff to arrange ESY, and Non Public evaluations, facilities location, work assignments, etc.

Assist Executive Secretary (Special Education) and administrative secretaries in the processing of special education records, reports, compiling of materials, screening of mail and telephone calls, scheduling meetings, testing, transportation assignments and related programs; perform clerical accounts work in maintaining EYS accounts. Primary secretarial support for Middle/High School Special Education Coordinators.

Incidental Job Functions:

Operates office equipment including computer, copier, calculator, FAX and telephone. Assists in organizing and maintaining confidential files.

Knowledge, Skills and Abilities:

Ability to relate in a positive, friendly manner with the public; a thorough knowledge of Microsoft Word, Microsoft Excel, modern office practices, procedures and equipment; knowledge of Board of Education and Special Education services; ability to follow oral and written instructions, the skill to perform word and data processing with accuracy; ability to organize and maintain diverse data, files and records, perform basic bookkeeping tasks and operate a variety of office equipment. Interpersonal skills are essential due to high level of contact with parents, staff members and the public. The Special Education Secretary deals with confidential information and must use discretion in the performance of his/her duties.

Minimum Qualifications Required:

The skills and knowledge required would generally be acquired with a High School education and three years of increasingly responsible secretarial, clerical, office administrative experience or an equivalent combination of education and experience; ability to work independently; good organizational skills needed.

Physical Exertion/Environmental Conditions: While performing the duties of this job the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and operate

computer and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds such as boxes. Specific vision required by this job include close vision and depth perception. Regular attendance is required to successfully perform the duties of the position.

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