

## **Fairfield Public Schools**

**Title:** Administrative Secretary (Special Education)  
(Walter Fitzgerald Campus/Community Partnership Program)

**Job Purpose Statement:** Performs office administrative clerical and secretarial work of a confidential and responsible nature for the Walter Fitzgerald Campus and the Community Partnership Program to support the delivery of education for students, operational supports for staff and operational management including developing and maintaining special education student data. Provides secretarial and clerical services to the school principal and to professional staff members.

**Supervision Received:** Receives general supervision from the Walter Fitzgerald Campus Principal. Performs work independently within general work assignment.

**Supervision Exercised:** Provide task supervision to volunteers.

### **Essential Job Functions:**

Organizes and prepares work using all Microsoft and Google applications pertinent to the operation of the school and Special Education functions. Receives, enters, and maintains information concerning student enrollment and related services. Inputs daily attendance and transportation.

Performs secretarial and related clerical services in communicating with parents, schools, professional staff members, medical and other professionals in support of Special Education programs and staff. Sets up and maintains confidential files and materials. As necessary, assembles information from files for use by School Principal and staff professionals.

Assists School Principal, Walter Fitzgerald Center Professional Staff and Community Partnership Plan staff in the monitoring and processing of Special Education records, reports, compiling of materials, screening telephone calls and mail, testing, transportation assignments and related programs.

Supports school safety by ensuring that all visitors are identified, school cameras are watched and student tardiness is monitored.

Schedules appointments, maintains calendars, develops schedules and participants, interfaces with online resources such as School Dude and Protraxx to ensure events, settings and supports are in place for PPT meetings, Parent meetings, Staff meetings, Professional Trainings and Workshops.

Working with the school principal, maintains all clerical aspects of budget including purchasing, use of MUNIS, monthly reports and monitoring inventory. Supports the school facility as well by ordering essentials including copy paper, school supplies, Art supplies and individual subject/teacher needs.

### **Incidental Job Functions:**

Sets up and maintains school-wide Special Education and Professional Resource Lending Library for use by staff members and parents.

Creates special event announcements, honor roll certificates, school brochures and other school operational documents.

Operates and assists staff with office equipment such as computer, fax, scan, calculator and copying machines.

Helps to maintain the facility by accessing supports for issues such as copy machine failures and creates work orders for facility issues such as leaking roof tiles.

**Knowledge, Skills and Abilities:**

A working knowledge of Special Education processes and procedures including IEP Direct, BOE along with related policies, and philosophy. A working knowledge of Board of Education policies and procedures. The skill to perform secretarial tasks, including correspondence, minutes of meetings and complex reports, etc. using appropriate applications.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagrammatic or schedule form and to deal with a variety of problems where only limited standardization exists. Ability to perform word and data processing in District computer system with accuracy. Ability to organize and maintain diverse data, files and records. Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to operate a variety of technology including computers, copy machines, school security cameras.

**Minimum Qualifications Required:**

The skills and knowledge required include good writing skills, graduation from high school and three years of successful professional secretarial experience in a position of responsibility or an equivalent combination of education and experience.

**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. Some degree of stress in contacts with parents and staff members. Some stress related to meeting report deadlines, being accurate in reimbursement reports, and meeting payroll deadlines.

7/1/97

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