

Fairfield Public Schools

Title: Early Childhood Center Secretary – 12 Month Position

Job Purpose Statement: Provides administrative and secretarial assistance of a confidential, complex, and responsible nature, for the Coordinator of Preschool and Elementary Special Education; interacts with teachers, paraprofessionals, related service staff, parents, students, central office and the public; and performs related bookkeeping, records management, and communications services.

Supervision Received: Receives general supervision from the Coordinator or other school administrator; works with independence, establishing priorities within work assignment.

Essential Job Functions:

- Enters data and performs word processing in completing a variety of correspondence, memoranda, forms, notices and reports. Schedules appointments, maintains calendars and screens telephone calls and correspondence.
- Supports school safety by ensuring that all visitors are identified, school cameras are monitored. Serves on the safety committee
- 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. Develops schedules and participants.
- Organizes student transportation needs and communicates between families, Early Childhood Center and the district transportation office.
- Performs secretarial/clerical administrative work in the functional area of preschool ESY; develops and maintains a roster of service providers; responds to inquiries from prospective service providers, interacts with professional staff to arrange ESY, processes contracts, timesheets and other information for payroll.
- Interacts with students daily, supervision of ill children in the temporary absence of school nurse.
- Transmits and explains Coordinator's directives to designated persons, and follows up for compliance, completeness and timeliness.
- Maintains school filing system; including statistical and financial data, student and staff attendance records.
- Organizes and processes all reports, newsletters and bulletins for distribution to proper recipients.
- Arranges for substitute teachers and paraprofessionals, and maintains related records.
- Processes and communicates new referrals to the Early Childhood Center (including the word processing of evaluations as necessary)
- Organizes and schedules Early Childhood Assessment Team Evaluations, P.P.T. meetings, Birth to Three Transitions, Kindergarten transition information, parent/teacher conferences, staff observations and evaluations, and follow-ups as necessary.
- Registers new students, initiates and creates initial student records, discharges transferring students (including their files to receiving elementary schools or Central Office), and maintains and processes student cumulative records, including confidential information.
- Maintains the Student Management System for the Early Childhood Center.
- Assists in maintaining the Early Childhood Center website.
- Monitors school budget; maintains account balances manually or by computer system and projects funding availability; keeps Coordinator informed of status.
- Maintains inventory of school assets and equipment, materials and supplies, processes work orders for repairs to equipment as assigned. Processes purchase orders for new or replacement equipment, materials and supplies.

Incidental Job Functions: May attend meetings and record proceedings as directed. Coordinates and participates in special school events as needed.

Knowledge, Skills and Abilities: Ability to relate in a positive, friendly manner with students, parents, staff members, and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. A working knowledge of Special Education processes and procedures including IEP Direct, BOE along with related policies, procedures and philosophy. Ability to perform word and data processing in school computer system with accuracy. Ability to perform accounts, clerical and bookkeeping duties. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment. Ability to maintain the highest ethical standards for professionalism and confidentiality.

Minimum Qualifications Required: The skills and knowledge required would generally be acquired with graduation from high school and three years of responsible secretarial or clerical administrative experience or an equivalent combination of education and experience. Excellent skills in the use of office technology are required. Certification in First Aid must be attained within first school year of employment.

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 involved in interacting with young children (with and without disabilities), parents and the public, and in meeting schedule deadlines.

7/10/00

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