

## LEMON GROVE SCHOOL DISTRICT

### **CLASS TITLE: SECRETARY-SPECIAL EDUCATION**

#### **DEFINITION:**

Under the direction of the Director of Student Services, assist in all work pertaining to the Special Education program.

#### **JOB RELATIONSHIPS:**

Supervised by the Director of Student Services. Works with Psychologists, Special Day Class Teachers, Resource Specialists, Speech Therapists, and Adapted Physical Education Teachers.

#### **TYPICAL DUTIES:**

Keeps accurate computerized records of children referred for special education assessment or assigned to special education, including data necessary for State reports for the purpose of complying with state requirements.

Maintains and distributes special education forms for the purpose of keeping class lists updated and accurate.

Maintains confidential files for the purpose of keeping student records.

Performs routine secretarial duties for the purpose of processing documents, answering phone calls, and providing information to parents, teachers and other staff members.

Schedules appointments for the purpose of arranging student, parent, and teacher meetings.

Performs other duties as assigned.

#### **KNOWLEDGE OF:**

Modern office methods and practices, forms, systems and procedures.

Receptionist and telephone techniques.

Office equipment.

Principles of office management and supervision.

Proficient in computer use for word processing and database.

Superior proficiency in English usage.

#### **ABILITY TO:**

Perform responsible secretarial work.

Type 70 words per minute.

Take dictation at 100 words per minute highly desirable.

Perform a wide variety of difficult clerical work requiring accuracy and speed.

Make clear and comprehensive reports and keep difficult records.

Understand, interpret and apply rules and written directions to specific situations requiring tact and poise.

Read, understand and digest technical information.

Work cooperatively and effectively with staff, parents and the general public.

**LICENSES AND OTHER REQUIREMENTS:**

Perform the duties of a rigorous work schedule and pass a physical examination and drug screening certifying this ability.

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.