



According to the WEA Unit D contract

1. Answer phones, take messages and screen/direct calls to the appropriate special education staff.
2. Serves as secretary to the special education department; provides information; prepares correspondences and related matters; prepares and maintains files and records; assists teachers, parents and students.
3. Maintain high standards of confidentiality and flexibility while working cooperatively with supervisors, coworkers and students.
4. Maintain all special education program records in compliance with state and federal guidelines and District policies.
5. Prepare copy and distribute all necessary paperwork to facilitate IEP meetings.
6. Maintain accurate and complete case load files, track deadlines for IEPs and notify staff in advance of deadlines.
7. Schedule conferences and programs as required including creating schedule, contacting all invited parties, preparing confirmation and distributing materials to all parties (teachers, specialists, parents, etc.)
8. Maintains records and generates reports, as requested.
9. Coordinate and distribute progress reports to special educators and parents quarterly.
10. Assist with the placement of substitutes ensuring an accurate record in AESOP.
11. Audit AESOP and Novatime and serve as the first line approver of data.
12. Assist and answer questions for secretaries from various offices and schools.
13. Assists in entering data for new and previous students in student information system.
14. Compose letters, memoranda and reports independently and accurately.
15. Respond to public in a cordial, courteous manner.
16. Operate computers, word processors, copiers and facsimile.
17. Maintain inventory/supplies, facilitate and manages purchases for the department.
18. Collaborates with the Human Resources Department to ensure that all employees, tutors, and volunteers are CORI, SORI and fingerprint cleared.
19. Performs other job-related responsibilities as requested.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance and stoop.

