

Student Services Secretary

Reports To: Director of Student Services

Employment Status: Full-Time, Classified

FLSA Status: Non-Exempt

Description:

The Student Services Secretary provides clerical and administrative support to the Director of Student Services and department staff, ensuring efficient operations within the Special Education department. This role involves scheduling, record-keeping, purchasing, compliance reporting, and collaboration with internal and external stakeholders. The Student Services Secretary plays a key role in maintaining accurate documentation and supporting the department in meeting state and federal guidelines.

NOTE: The below lists are not ranked in order of importance

Essential Duties and Responsibilities:

- Provide clerical assistance to the Director of Student Services and department staff as needed.
- Answer phone calls and provide scheduling support via phone and email.
- Attend meetings as assigned to gather and convey necessary information.
- Prepare written materials, including meeting summaries, reports, and correspondence, ensuring accuracy and attention to detail.
- Create and process requisitions and purchase orders for the Special Education department.
- Assist the Director in budgeting, tracking expenditures, and compiling expenditure reports.
- Purchase supplies and equipment while maintaining an organized inventory.
- Order protocols and assessment tools for school psychologists.
- Collect, organize, and manage Special Education documents to ensure compliance with district, state, and federal regulations.
- Assist with Special Education compliance reporting (EMIS) and maintain accurate student records.
- Maintain files and records for students transferring in and out of the district throughout the school year.
- Collaborate with other districts to facilitate student transfers efficiently.
- Manage and maintain subscriptions and memberships for Special Education staff.
- Work with the EMIS coordinator to complete Cat Cost and Excess Cost reporting.
- Schedule Special Education meetings for students attending schools outside the district.

Qualifications:

- High school diploma or equivalent required; associate degree or relevant coursework preferred.
- Previous clerical, administrative, or secretarial experience, preferably in a school or educational setting.
- Strong organizational and time-management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and Google Workspace.
- Ability to maintain confidentiality in handling sensitive student and staff information.
- Strong written and verbal communication skills.
- Attention to detail and accuracy in data entry and record-keeping.
- Knowledge of special education procedures, terminology, and compliance regulations preferred.
- Ability to work independently and collaboratively in a team environment.

Work Environment & Physical Demands:

- Work is primarily performed in an office setting within a school or district administrative building.
- Must be able to sit, stand, and work on a computer for extended periods.
- Some lifting (up to 25 pounds) may be required for organizing and maintaining supply inventories.

Terms of Employment:

- Salary and benefits as determined by the Board of Education.
- Work schedule aligned with district calendar and department needs.

Evaluation:

Performance of this job will be evaluated annually by the Director of Student Services in accordance with district policies and procedures.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.