

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: SPECIAL EDUCATION PROGRAM SECRETARY (LEVEL III)

REPORTS TO: Director of Special Education, or designee

RESPONSIBILITIES:

1. Maintain office files and special education student records as required by policy, regulation, law, and good practice.
2. Assist in processing and completion of paperwork for new referrals, reassessments, and additional assessments.
3. Maintain record of referrals being processed and reports submitted by staff.
4. Create and maintain special education files and track paperwork in compliance with state and federal regulations.
6. Utilize IEP.Online for IEP and Evaluation processes.
7. Process and complete:
 - a. monthly child count (P223H) form;
 - b. monthly Medicaid-eligible student list; and
 - c. state and federal reports as required.
8. Maintain accurate Provider lists of students served in and out of district.
9. Enter, retrieve, and coordinate IEP.Online information for special education program and custom reports.
10. Answer telephones, direct calls, greet and assist visitors, and answer questions.
11. Perform other related tasks and responsibilities as designated by the Director of Special Education, or designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Three (3) years of job-related office experience, pertinent training, and/or some combination thereof.
3. Ability to type/keyboard a minimum speed of fifty (50) words per minute.
4. Ability to use data, word processing, and spreadsheet programs and computer equipment.

QUALIFICATIONS: (Continued)

5. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities including the ability to:
 - a. Work with staff, students, parents, and the general public in a professional and appropriate manner;
 - b. Maintain confidentiality;
 - c. Comprehend and maintain detailed information;
 - d. Adapt to a changing office environment; able to be flexible and handle the pressure of deadlines; and
 - e. Communicate clearly and tactfully in person, on the telephone, and/or with other communication equipment.
6. Demonstrated evidence of good habits in job attendance and punctuality.
7. Demonstrated proficiency in spelling, composition, and proofreading.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

9/07

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