

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: SPECIAL EDUCATION SECRETARY (LEVEL II)

REPORTS TO: Director of Special Education, or designee

RESPONSIBILITIES:

Secretarial/Office

1. Work on special projects as assigned.
2. Type letters and answer phones as assigned and as needed.
3. Record, distribute, and file minutes of meetings.
4. Compose/prepare, classify, sort, photocopy, distribute, and file a variety of documents, reports and materials as instructed.
5. Assemble new files and record in logbook; pull files to be worked on.
6. Transcribe material from transcribing machines.
7. Update handbooks, policy manuals, and other items.
8. Pull and file placement and reassessment cards.
9. Distribute class lists to teachers for verification on a monthly basis.

Computer/Data Processing

1. Compute, classify, and transcribe data.
2. Convert source documents into computer-acceptable form.
3. Develop computer programs (i.e. database).

Recordkeeping

1. Maintain records required by policy, regulations, law or good practice.

Other

Perform other related tasks and responsibilities as designated by the Director of Special Education, or designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).

QUALIFICATIONS: (Continued)

2. Two (2) years of job-related office experience, pertinent training, and/or some combination thereof.
3. Ability to type/keyboard a minimum speed of forty-five (45) words per minute.
4. Ability to use basic data/word processing programs and equipment.
5. Proficiency in machine transcription preferred.
6. 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;
 - e. Communicate clearly and tactfully on the telephone.
7. Demonstrated evidence of good habits in job attendance and punctuality.
8. Demonstrated proficiency in spelling, composition, and proofreading.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

10/06