

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

JOB DESCRIPTION

**POSITION:** SPECIAL EDUCATION SECRETARY (LEVEL III)

**REPORTS TO:** Director of Special Education, or designee

**RESPONSIBILITIES:**

Secretarial/Office

1. Compose/prepare, classify, sort, photocopy, distribute, and file a variety of documents, reports and materials as instructed.
2. Assemble new files and record in logbook; pull and file information requested.
3. Record, distribute, and file minutes of meetings.
4. Operate office machines, e.g., calculator, typewriter, fax machine, and computer.
5. Answer phones and receive visitors.
6. Update handbooks, policy manuals, and other items.
7. Issue timely announcements of upcoming events, deadlines, and the like.
8. Assist with verification of monthly class lists.
9. Make appointments.
10. Work on special projects as assigned.

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 IEP files.
2. Maintain inventory of office supplies
3. Maintain records required by policy, regulations, law or good practice.

Business/Finance

1. Verify totals on report forms, requisitions, and the like.
2. Obtain comparative prices and quotations from vendors.

## **RESPONSIBILITIES: (continued)**

3. Maintain budget records.

### Other

1. 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 basic data/word processing programs and equipment.
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;
  - e. Communicate clearly and tactfully on the telephone and/or other communication equipment.
  - f. Interact appropriately with students.
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.