

Job Title: Secretary, SPED Assessment
Reports to: Assistant Director of Special Education
Dept./School: Special Education

Wage/Hour Status: Nonexempt
Pay grade: C5 **Days:** 207
Date Revised: May 2019

Qualifications

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Proficient keyboarding, word processing, and file maintenance skills
Effective communication and interpersonal skills
Basic math skills and calculator operation
Ability to use computer software to develop spreadsheets, databases, and word processing documents
Ability to use a copier, fax machine, and multifunction telephone system
Strong organizational skills

Experience:

Two years secretarial or bookkeeping experience, preferably in the public education environment

Major Responsibilities and Duties:

Align the major functions of the assignment with district goals such that all students succeed.

1. Assist SPED administration with activities associated with scheduling and gathering information from agencies and families.
2. Manage all evaluation software, keys, protocols, and test kits to ensure that inventory is accurate and staff has access to needed instruments by ordering additional items as needed.
3. Assist in coordinating efforts with TAMU faculty and practicum students completing evaluations in BISD.
4. Assist in coordinating accurate PEIMS reporting, including entering and uploading data and generating weekly reports.
5. Assist with completing special education records requests in absence of Records Clerk.
6. Manage compliance of evaluations with respect to state and local timelines, along with maintaining assessment and related services logs.
7. Compile pertinent data as needed when preparing, state and local reports.
8. Maintain physical and computerized department files.
9. Answer incoming calls, take reliable messages, and route to appropriate staff.
10. Serve as department liaison between parents, assessment staff, and doctor offices to facilitate needed forms.
11. Assist administrative staff with clerical duties.
12. Maintain confidentiality of information.
13. Maintain a working office.
14. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions; maintain emotional control under stress. Extended periods of work seated at a desk, repetitive hand motions; prolonged use of a computer. Occasional lifting of items up to 20 pounds.

Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, martial or veteran status, medical condition, or disability, or any other legally protected reason

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by

Date

Reviewed by

Date