

SPRING HILL SCHOOL DISTRICT



Clerical

Title	Special Services Administrative Secretary
Purpose	The Special Services Administrative Secretary assists and relieves the administrator of paper work and other assigned duties so that he/she may devote maximum attention to the responsibilities of special education and educational administration. The Special Services Secretary provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Special Services Secretary works closely with the staff and administration of USD 230.
Supervision	Director of Special Services
Benefits	<ul style="list-style-type: none">• Fringe benefits as scheduled by the Board of Education.• 12 Sick Days leave per year, accumulative to seventy (70) days• 1 Day Personal leave per year, un-accumulative. One (1) additional personal day may be taken and deducted from sick leave.• 2 Days Bereavement leave per year, un-accumulative. One (1) other bereavement day may be taken and deducted from sick leave.• Vacation .83 days per month = 10 days per year (1-5 years of employment, 15 days per year (6 + years of employment)• 13 paid holidays
Required Qualifications	<ul style="list-style-type: none">• High school diploma or equivalent.• Previous secretarial experience.• Computer/typing and filing skills.• Microsoft Office and Google Suite experience.• Organizational skills.• Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.• Desire to continue professional growth.
Physical Requirements & Conditions	<ul style="list-style-type: none">• Requires prolonged sitting or standing.• Requires physical exertion to manually move, lift, carry, pull, or push heavy (up to 20.) objects or materials.• Requires stooping, bending, and reaching.• Must work in noisy and crowded environments.• Must be able to climb stairs and use a small step ladder.• Must be able to drive a mechanical vehicle.
General Responsibilities	<ul style="list-style-type: none">• Help ensure the orderly flow of required paperwork.• Communicate effectively with members of the school district and community.• React to change productively and handle other tasks as assigned.• Appropriately operate all equipment as required.

	<ul style="list-style-type: none"> ● Support the value of an education. ● Support the philosophy and vision of the Special Services Department and USD 230.
Essential Functions	<ul style="list-style-type: none"> ● Assists w/preparation, maintenance and submission of Categorical Aid reports to KSDE. ● Maintain in-service records for all USD 230 paraprofessionals. ● Assists w/facilitation, preparation, maintenance, and submission of Medicaid reports. ● Maintain accurate records. ● Assist with Management Information System (MIS) and other state reports. ● Assist with scheduling of Special Education related meetings. ● Welcome visitors and arrange for their comfort. ● Screen telephone calls, direct them to the appropriate person/department. ● Screen and route incoming mail. ● Compose, type, and copy correspondence, reports, bulletins, records, handbooks, brochures, newsletters, and other materials. ● Obtain, gather, and organize pertinent data as needed/requested. ● Maintain an orderly filing system. ● Schedule appointments, make travel arrangements, and assemble materials for meetings. ● Assist in planning meeting agendas and assist in preparing meeting summaries. ● Maintain accurate inventory of Special Services materials and equipment. ● Assist in training new employees. ● Stay current with in-service hour requirements for the department/position. ● Place orders for materials/supplies, verify deliveries, and distribute to staff. ● Keep abreast of new computer hardware and software. ● Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan. ● Responds positively when assigned other duties by administration. ● Other duties as assigned by the Director of Special Services.