

**Youngstown City School District
Department of Human Resources
Youngstown, Ohio**

POSITION TYPE: Secretary Student Services

IMMEDIATE SUPERVISOR: Chief of Student Services

WORK DAY: Full Time

WORK YEAR 12 month position

LOCATION: Central Office

FUND General Fund (#001)

EDUCATION REQUIREMENTS: High School Diploma or the equivalent
Passage of Civil Service Exam
Passage of Secretary Exam administered at the district level

JOB SUMMARY

Provides a variety secretarial support to assigned administrator and other department personnel. Will establish and maintain department records in coordination with assigned projects, by compiling and distributing a wide variety of materials and reports.

DUTIES

- Is responsible for the dissemination of materials, reports, and pertinent information to parents, schools, and/or agencies for Early Childhood and Special Education students
- Compiles and maintains teacher class lists for Supervisors of all special education students, which includes birth dates, IEP dates, ETR dates, and other confidential information;
- Maintains records relevant to students receiving Medical Home Instruction or Tutoring supports as outlined in IEP
- Copies/distributes appropriate data to buildings regarding IEP/ETR's and enters this information into DASL, our State Electronic System;
- Monitors transportation schedules for Early Childhood and Special Education students;
- Completes requisitions for student's field trips and schedules busing with the Transportation Office.
- Generates requisitions for materials/office supplies for Supervisors;
- Keeps records of Supervisors daily schedule and generates mileage report for department personnel where applicable
- Maintains office files for students which include active and inactive status.
- Duplicate and disseminates various data (psychological reports, correspondence, internal materials, etc)
- Disseminates incoming correspondence to the appropriate administrator
- Maintains appropriate statistical data for Special Education Early Childhood and Psychological files
- Processes referrals for psychological testing, reports and information for , schools, parents and agencies

- Requisitions materials/office supplies for the Office of Psychological Services; distributes supplies necessary for psychological testing (test kits, protocols, etc); maintaining inventory of testing materials
- Copies/distributes appropriate data to buildings, program supervisors, verifies completion of necessary forms/signatures on psychological data
- Updates, maintains Psychological , Early childhood and/or Special Education Student Information, use of various protocols scoring programs, IEP Anywhere, Student Information System, EMIS
- Compile/Monitor and maintain yearly “tracking” of state mandated re-evaluations and initials requests for multi-factored evaluations in an effort to insure compliance with state mandated time frames
- Responds and provides ETR and IEP Information to parents, agencies, medical providers and District Administration, upon parental or others request
- Compiles end of the year report to Chief of Student Services of cases processed within the department
- Answers incoming/outgoing phone calls maintains respect , professionalism for confidential information
- Assists with this approval and securing of substitute Teachers and Paraprofessionals in AESOP.
- Manage payroll time sheets for related service staff
- Record absences, personal days and professional development requisitions for staff
- Manage/Secure weekly department payroll records
- Generate work permits for students within the Youngstown City School District boundaries
- Process Open Enrollment Applications for students coming into Youngstown City School District and student open enrolling outside of the district.

Rev 7/2017

Revised 7/17