

**Secretary – District
School District Job Description**

Position Title: Secretary, K-12 Counseling Secretary for 504/Title II and IEP Referral Process

Department: Counseling

Reports to: District 504 Coordinator and Director of Special Services

SUMMARY:

Assists district counselors by performing secretarial and clerical duties, attend meetings to insure consistency across the district with 504s and process the initial IEP referrals in each building

Functions as a liaison between parents and school staff.

Maintains confidential student records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Other duties may be assigned.
- Types correspondence as needed
- Answers routine telephone inquiries regarding 504s and other topics as needed
- Maintains and ensures accurate completion of 504s across the district
- Processes and maintains student 504 files
- Liaison for parents and staff members
- Operates office equipment such as copiers, computers, etc.
- Contributes to the welfare and effectiveness of the 504 programming by working cooperatively with parents, staff, and students in all buildings
- Travels to each building to assist building counselor with 504s and IEP referral process, attend meetings, and share information
- Attends trainings to stay current on 504 regulations
- Performs duties with various degrees of noise and interruption. Flexibility and the ability to multi-task are paramount

- Works with building secretaries to get 504 paperwork from new enrollees
- Schedules meetings with staff and parents
- Oversees the annual transition of student records between buildings and their staff members
- Coordinates testing accommodations for students throughout the district working in collaboration with the building counselor and the district data specialist

SUPERVISORY RESPONSIBILITIES:

None

EDUCATION and/or EXPERIENCE:

High School diploma, minimum, Associate Degree or 60 college hours, preferred
Effective computer skills
Exhibits exceptional interpersonal skills

CERTIFICATES, LICENSES, REGISTRATIONS”

None

EVALUATION:

This position is evaluated in accordance with the Board of Education policy on Evaluation of Support Personnel

TERMS OF EMPLOYMENT:

Ten month employee. Salary to be established by the Board of Education