

SCHOOL DISTRICT OF BAYFIELD
PUPIL SERVICES AND SPECIAL EDUCATION SECRETARY
POSITION DESCRIPTION

QUALIFICATIONS:

1. High school diploma supplemented by advanced certification in secretarial/office procedures;
2. Working knowledge of computers and computer software with the ability to operate and manage computer systems;
3. Ability to maintain accurate and complete records;
4. Ability to follow written and oral instructions and to carry through procedures as specified;
5. Ability to draft correspondence;
6. Ability to establish and maintain effective and positive working relationships with the staff and the public;
7. Ability to maintain confidentiality of information;
8. Ability to be self-motivated, flexible and reliable;
9. Ability to meet deadlines.

CONTRACT: 260 days under the Chequamegon United Teachers Master Agreement

REPORTS TO: Director of Pupil Services and Special Education

PERFORMANCE

RESPONSIBILITIES:

1. Manage Infinite Campus Special Education Database.
2. Schedule/Contact/Coordinate, CESA staff, school staff, parents and outside agencies for scheduling all Individual Education Plan (IEP's) and other meetings.
3. Ensure that due process time lines are met for Initial, Annual and three-year re-evaluation IEP's.
4. Include designated forms in files prior to all IEP's which include Initial, Annual, three-year re-evaluation forms.
5. Maintain individual student and medical files for all students receiving special education services.
6. Edit and input all IEP's: Initial , annual, three-year re-evaluation into Infinite Campus and for State reporting purposes
7. Maintain Medicaid reimbursement records which include transportation records, random moment time study information, School Base Services (SBS) cost report – assist the Finance Manager and Attendant Care Services.
8. Accurately and confidentially draft and /or prepare correspondence as assigned by the Director of Pupil Services and Special Education.
9. Assist the Director of Pupil Services and Special Education with Exceptional Needs state and local reports.
10. Assist the School Psychologist with editing reports, assisting with parent

correspondence, obtaining student information for reporting purposes, setting up meetings and general clerical duties.

11. Act as district student records clerk and maintain accurate records of student files received and those sent to other districts.
12. Organize special education aides for classroom field trips.
13. Train Special Education staff in Infinite Campus for Special Education IEP's.
14. Assist pupil services staff with completion and distribution of report cards four times a year.
15. Assist pupil services staff with completion of credit check database.
16. Cover Elementary Secretary office from 7:30 a.m. – 8:15 a.m.
17. Cover M.S/H.S. Secretary for her lunch time.
18. Coordinate kindergarten screening with staff, local head starts, advertising and schedule parent/child appointments.
19. Post athletic games in the bulletin.
20. Provide assistance to the Athletic Director for the Athletic Banquet.
Serve as Open Enrollment Coordinator. Prepare and submit state and federal reports (PI-1330R Composite Enrollment Report, PI-1335 Graduate Completer Follow-Up Report, PI-1547 Transportation Report, PI-1563 Pupil Count, PI-1804 Summer School).
21. Assist with copy machines/laminator.
22. Perform all other duties as assigned by the Director of Pupil Services.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment:

- is indoors;
- is in a temperature controlled area;
- is where frequent interruptions and distractions occur;
- is where moderate levels of noise are likely to occur;
- is where possible exposure to human blood and bodily fluids may occur.

EVALUATION: Performance of this job will be evaluated annually by the Director of Pupil Services and Special Education in accordance with Board of Education policy.

APPROVED: May 17, 1999

REVISED: June 14, 2010

REVISED: June 13, 2016