

**Central Valley School District  
Job Description #822**

**TITLE**           **Central Office Secretary – Special Education**

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**GENERAL SUMMARY**

The Central Office Secretary – Special Education performs a wide variety of support service tasks to help assure the smooth, efficient operation of the Special Education Department.

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Central Office Secretary – Special Education may perform all or a combination of the following:

1. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
2. Greet and respond to the staff/public in a cordial, courteous manner; answer the telephone and relay messages; schedule appointments; act as department receptionist.
3. Act as secretary to the Supervisor and or Coordinator of Special Services.
4. Compose and word process manuals, newsletters, guides, forms, calendars, schedules, charts and graphs, etc.
5. Compose and word process a variety of materials such as letters, memoranda, bulletins, requisitions, claims, reports, statistical data and evaluations independently and accurately, with little instruction/direction.
6. Maintain and compute the following: student counts for funding, data entry, student records, staff records, fiscal budgeting and records, library inventory, Childfind, supply and material ordering and distribution, assessment records and correspondences, inventory records, ESY, inservice planning, all records and reports required by Special Education law, staff travel, and/or Early Entrance Testing.
7. Maintain files including student, program and department files.
8. Attend pertinent workshops and training sessions.
9. Perform related duties as required by the Supervisor and Coordinator of Special Education.

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**REPORTING RELATIONSHIPS**

This position reports to the Supervisor/Coordinator of Special Education.

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**MENTAL DEMANDS**

Requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

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**PHYSICAL DEMANDS**

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer. May require standing for prolonged periods to do filing as necessary.

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**QUALIFICATIONS**

1. Possess demonstrated skills in use of district standard hardware and software.
2. Successful experience in generating charts, tables, graphs and other data.
3. Type/word process 55 wpm accurately and neatly.
4. Possess demonstrated skills in successfully performing job functions in a high intensity environment.
5. Possess a "customer service" orientation, with excellent public relations skills.
6. Possess demonstrated skill in attention to detail.
7. Possess demonstrated skills in oral and written communication.
8. Possess demonstrated skills in record keeping and filing with accuracy; ability to accurately maintain student records, special education data/records.
9. Practice effective organizational skills to facilitate organization and prioritization to meet needs and deadlines.
10. Possess the ability to work well independently.
11. Possess knowledge of bookkeeping with excellent filing skills.
12. Willing to learn the operation of the Internet for research assignments, E-mail, and other operations.
13. Basic knowledge of office machines.

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**UNIT AFFILIATION**

PSE - Secretarial/Clerical

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Created 07/03