

CABELL COUNTY PUBLIC SCHOOLS

Job Description

TITLE: Secretary
REPORTS TO: Director of Special Education
LOCATION: Central Office
EMPLOYMENT TERM: 261 days
SALARY SCHEDULE: G-1

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Demonstrates efficient clerical skills.
3. Demonstrates emotional stability and ability to work well with others.
4. Ability to demonstrate and maintain a professional demeanor when dealing with the public in person or by phone, even under stressful circumstances. Will be taking calls from parents in difficult situations.
5. Demonstrates ability to maintain high quality of work during stressful conditions.
6. Demonstrates ability to maintain a high level of confidentiality.
7. Adheres to established laws, policies, rules and regulations.
8. Demonstrates above average attendance.
9. Displays neat and appropriate appearance.
10. Maintains a neat and well-organized work station.
11. Demonstrates high degree of efficiency related to basic computer literacy skills.
12. Ability to handle multiple office operations in a highly organized, accurate, systematic, productive and professional manner.
13. Demonstrates ability to scan and retrieve documents.
14. Responsible for entering all purchase orders for special education office/teachers, must be able to pick up orders from shipping warehouse.
15. Responsible for receiving all invoices from vendors and making sure the order has been received by the teacher or supervisor. This would include making follow-up phone calls to companies for shipping information, etc.
16. Working with special education director on consultant agreements/purchase orders and maintaining a record of monies spent on those purchase orders.
17. Running budget reports for the director
18. Keeping track of OT/PT services/billing for special education students through Developmental Therapy, Inc and providing a report for the director of Developmental Therapy on a monthly basis.
19. Responsible for sending staff development information to principals/teachers.
20. Assist all supervisors/psychologists/lead teachers when needed.
21. Knowledge of Medicaid billing system preferred.
22. Assist supervisors and director in taking care of ESY-Extended School Year services by taking care of the payroll for ESY employees and ordering materials, organizing files.
23. Sends out and tracks all documentation for contracts through the Special Education Department.

JOB DUTIES:

1. Will assist as a backup to the secretary primarily responsible for the Medicaid reimbursement process in the event of an emergency or absence, following established routines and procedures.
2. Assists in the efficient management and maintenance of student files.
3. Maintains and assists in filing in the records file room.
4. Maintains confidentiality at all times and agrees to sign "Agreement of Confidentiality" prior to accepting position.
5. Receives and documents telephone calls, redirecting to appropriate staff as necessary..
6. Assists in the preparation and distribution of reports generated by the department.
7. Orders, distributes and maintains inventory of all departmental forms as required or requested. Must be able to pick up orders from the shipping and receiving department.
8. Assists with the referral process, using established procedures and routines. Acts as a backup to the primary secretary responsible for referral in the event of an emergency or absence.
9. Using established procedures, completes records requests from district schools, schools out of district and agencies upon request in a timely manner.
10. Enters all the department entering purchase requisitions, manually and computerized.
11. Shreds all confidential documents as instructed.
12. Duplicates materials upon need.
13. Orders and distributes testing materials as needed.
14. Assists with mailings.
15. Greets and assists all visitors.
16. Scans and retrieves special education records, utilizing the Paper Clip program.
17. Assists with paperwork and data entry related to the special education referral process utilizing the AS400 or other data management systems.
18. Assists special education supervisors with various clerical duties as requested.
19. Assists other departments/personnel as directed by The Coordinator of Federal Programs.
20. Any and all other duties assigned.

