

KCSEC Office Manager
Job Description

TITLE: KCSEC Office Manager

QUALIFICATIONS: High School diploma, course work in secretarial areas at high school level or post-secondary training at junior college, college or business school.

REPORTS TO: Director of Special Education, Assistant Director, and Coordinator

FUNCTION: To assure smooth and efficient operation of the Special Education Cooperative. To provide support and assist in accomplishing the objectives of professional staff and KCSEC programs.

RESPONSIBILITIES/NATURE AND SCOPE

1. Provides secretarial and related clerical support to Kendall County Special Education, to assist in accomplishing the objectives of the Director and organization.
2. Serves as office manager in all matters regarding daily operation and maintenance of the Special Education Office.
 - a. Communicates or supervises building maintenance, problems, or concerns.
 - b. Communicates or supervises contact with the janitorial and building and grounds services regarding general maintenance and/or special work projects.
 - c. Communicates or supervises contact with all service providers regarding products, services regarding office management.
 - d. Develops and gains approval of intra-office policies and procedures.
 - e. Maintains schedules of vacation days, personal days, special leaves and revisions of work hours for all staff.
 - f. Supervises petty cash funds.
 - g. Orders and maintains office supplies.
3. Types letters, memos, forms, evaluations, notes, calendars, etc., as requested for KCSEC staff.
4. Handle and Distribute U.S. Mail and inter-office mail.

5. Performs bookkeeping tasks including teacher requisitions, grant expenditures for inservice, IDEA, Medicaid, specialized grants and preschool.
6. Places, receives, screens, and distributes telephone calls and messages and established appointments as appropriate.
7. Prepares materials and curriculum for program meetings, inservices, and staff distribution.
8. Other duties as assigned by the Director, Assistant Director of Kendall County Special Education.

EVALUATION: Annually by the Director of Special Education.