

KCSEC Program Secretary
Job Description

TITLE: Program Secretary

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

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

FUNCTION: To provide secretarial and clerical 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 the Coordinators of Special Education, to assist in accomplishing the objectives of the Coordinator, as well as, organizational goals.
2. Maintain Student Files:
 - a. Maintain current and establish all student temporary files
 - b. Maintain a regular filing system and process incoming correspondence and requested information be sent or obtained on such files.
 - c. Keep files updated and orderly.
 - d. Deactivate files as needed.
 - e. Maintenance and disposal of student records in accordance with School Student Records Act.
3. Type letters, memos, forms, evaluations, notes, calendars, etc., as requested for coordinators.
4. Copy materials for KCSEC coordinator (s).
Copy records as required by release of information
Copy reports to appropriate staff and files.
Copy materials for inservice.
Copy materials for office management.
5. Place, receive and distribute telephone calls and messages.
Schedule appointments and make appropriate contacts.
Maintain a schedule of appointments and update schedules or contact when necessary.

Screen calls

6. Update assigned student program class lists throughout the school year.
Route class lists changes to appropriate KCSEC personnel.
Support other secretaries in roster development and student data input.
7. Notify appropriate transportation department of problems and changes needed as directed for KCSEC program students.
Notify teachers of same as needed for students.
Support other secretaries in transportation needs.
8. Prepare materials for program meetings and inservices
Type curriculums as developed.
9. Evaluation/Referral Process:
Log all referrals stating information received and dated.
Obtain necessary paperwork for evaluations.
Route reports to appropriate people.
Maintain record book of KCSEC student evaluations.,
10. Appointments:
Type KCSEC student staffing notices and make appropriate contact with parents, teachers, and Coordinator (s).
Set up appointment book and make appointments for EC Coordinator.
Keep a tickle file for upcoming calendar and major projects.
14. Other duties as assigned by the Director of Special Education.

EVALUATION:

Annually by the Director of Special Education, Assistant Director and/or Coordinator.