



TITLE: EXCEPTIONAL SERVICES EXECUTIVE SECRETARY

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Experience with computer and word processing.

REPORTS TO: Director of Exceptional Services

PERFORMANCE RESPONSIBILITIES:

1. Type and fill all assessment team reports and other correspondence requested by the director.
2. Operate and copy machine to copy materials for special education personnel.
3. Answer all incoming calls and transfer them to the appropriate person.
4. Make copies of all correspondence and keep a file for reference.
5. Maintain books (purchase orders and invoices) for IDEA purchases.
6. Work with central office personnel relative to purchase orders, bills, received and payment authorization.
7. Maintain a daily itinerary of office personnel.
8. Report office supply needs to director.
9. Keep a daily log of incoming calls for purpose of documentation.
10. Maintain a filing system of special education forms necessary in the referral to placement process.
11. Keep an inventory of all equipment purchased with IDEA funds.
12. Copy and assemble materials for in-service/workshops.
13. Copy and assemble initial and reevaluation packets.
14. Maintain accurate computer data on all students serves in special education.
15. Disseminate information to all principals and special education teachers and parents when necessary.
16. Scan computerizes IEPs on all students receiving special education services.
17. Maintain and requisition needed evaluation and instructional supplies approved by the director.
18. Submit all data format to MDE within specified timelines as given by the director.
19. Assume additional responsibilities when deems necessary by director.

TERMS OF EMPLOYMENT: 12 month employment (240 days) salary to be established by the Board.

EVALUATION: Performance in this position shall be evaluated regularly by the Exceptional Services Director on the basis of job duties.

Telephone #: (662) 827-2276 Fax #: (662) 827-5261