

**Hobbs Municipal Schools
Job Description**

Job Title: I.E.P. SECRETARY – HIGH SCHOOL

Reports To: BUILDING ADMINISTRATOR AND SPECIAL EDUCATION DEPARTMENT HEAD

General Job Description:

Under general direction, will schedule and coordinate IEP meetings at the high school level.

Essential Duties and Responsibilities:

1. Schedule and coordinate with invitation all IEP, addendum, or review meetings for the school including notification of parents, students, teacher, related service staff, etc.
2. Schedule and coordinate meetings 30 days but not less than 5 days in advance.
3. Prior to meetings, review all documentation and prepare meeting agenda.
4. Gather and prepares all needed documents for re-evaluations.
5. Assure compliance of parent rights; review written notices, and review information written in IEP.
6. Review and verify IEP's for accuracy and completion, including submitting verification of IEP documentation to the special services office within three days of IEP meeting.
7. Attend district meetings and training for IEP, facilitation and transition.
8. Maintain confidentiality with sensitive matters.
9. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
10. Report to work on time and work no less than 7 hours per day.
11. Work independently with very little supervision.
12. May be required to perform other related functions as assigned by your supervisor.

Supervisory Responsibilities:

None

Qualifications:

1. High School diploma or GED
2. Valid Drivers' license and Car Insurance (if traveling from site to site)
3. Three to five years Special Education work environment.
4. State and Federal requirements for IEP.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

I.E.P. CLERICAL – HIGH SCHOOL (CONT'D)

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date