

## **Hobbs Municipal Schools Job Description**

**Position:** Special Education Secretary

**Supervisor:** Director of Special Education

**General Job Description:** To assure the smooth and efficient operation of the Special Education office so that the maximum positive impact on the education of children can be realized.

**Qualifications:**

1. High School Diploma or GED equivalency.
2. Experience as a secretary or equivalent work.
3. Demonstrated knowledge of basic office procedure.
4. Demonstrated knowledge and skill of computer function and operation.
5. Highly motivated, a self-starter, and excellent people skills.
6. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
7. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project an over-all concern for personal appearance as it relates to job performance.
8. Contribute to the welfare and effectiveness of the Administration Office by adhering to high ethical standards of performance and interpersonal relationships.
9. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

**Additional Duties and Responsibilities:**

1. Perform the usual office routines and practices associated with an office including but not limited to answer the telephone, filing, typing and copying materials.
2. Maintain and adjust the equipment inventory as required.
3. Order, receive, and distribute materials and equipment as directed.
4. Make contact with out-of district schools to collect data from previous diagnostic reports and IDP's for proper placement in Special Education programs.
5. Receiving station for all Special Education transfer of records.
6. Liaison for districts outside, to contact for records to be send to them on transfer students.
7. Schedule IEP meetings in compliance with Federal Regulations.
8. Assist related services staff as necessary.
9. Classify, sort and file correspondence or other data.
10. Collate and assemble printed matter.
11. Compare information or data with other records for verification.
12. Compose and prepare correspondence.
13. Compute, classify, and transcribe data.
14. Converts source documents into computer acceptable form.
15. Duplicate, photocopy, and print school system forms and reports.
16. Issue timely announcements of upcoming events, deadlines, etc.
17. Maintain files, logs and registers.
18. Maintain records required by policy regulations, law or good practice.
19. Make appointments.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.