

WICKENBURG UNIFIED SCHOOL DISTRICT  
 JOB TITLE: SPECIAL SERVICES SECRETARY  
 LOCATOR:

<b>Position Type: Non-Exempt</b>	<b>Department: Support Services</b>
<b>Salary Schedule: Classified Level IV</b>	<b>Reports to: Director of Special Services</b>
<b>Salary Range: \$10.37 - \$12.86 per hour</b>	<b>Location: District Office</b>
<b>Term of Employment: 11 Month</b>	<b>Date: 3/24/2014</b>
<b>Shift: Day</b>	<b>Approved by: Human Resources</b>

*We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.*

**POSITION SUMMARY:** To provide support to the Director of Special Services and assist in developing and maintaining the best possible Special Services for Wickenburg Unified School District.

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS:**

- Maintains files for all district special education student’s files, reviews incoming records; and readies inactive files for the process;
- Assists with maintaining current district special education student database;
- Handles any requests from other agencies/schools for special education student records;
- Keeps current with the ever changing special education rules and regulations;
- Serves as liaison with parents/staff/attorneys regarding procedural matters and legal requirements;
- Complies with all rules, regulations and policies of the Governing Board.

**MARGINAL DUTIES:**

- Other job related duties as assigned by supervisor;
- May supervise students as necessary to promote student safety and well-being;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:**

- Ability to work effectively under time constraints;
- Must be detail-oriented, self-motivated, and able to work independently with minimal supervision;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Must have a basic knowledge of computers;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Communicates effectively with the immediate supervisor and other administrators;
- Responds promptly to questions and requests and seeks assistance when appropriate;
- Must be a team player and get along well with others;
- Develops positive working relationships with school staffs and district office staff;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District’s attendance standards as described in established guidelines.

*Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream*

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### CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

### EDUCATION AND/OR EXPERIENCE:

- High school diploma or training and experience that are considered equivalent;
- Excellent knowledge of Microsoft Office, filing, and operation of common office equipment;
- Three to five years successful experience as an administrative secretary preferred;
- Ability to greet and deal with public, students, and school staffs courteously and appropriately, both by phone and in person;
- Ability to handle confidential matters, set priorities, work well under pressure with an attention to detail;
- Self-motivator, with ability to work with little direction.

### COMMUNICATION SKILLS:

- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Must use appropriate grammar;
- Ability to communicate effectively;
- Must have legible handwriting.

### MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

### REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

### PHYSICAL DEMANDS:

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 20 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EVALUATION:** Annual evaluation by Director of Special Services in accordance with Board Policy.

### COMMENTS:

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*

Reviewed / agreed to by \_\_\_\_\_

Date \_\_\_\_\_

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