

**South Tippah School District
Special Education Secretary
Job Description**

Qualifications:

High School Diploma

Reports To:

Director of Special Education

SPED duties (95%)

1. Answer and direct phone calls;
2. Provide general clerical support including mailing, scanning, faxing, and copying;
3. Purchasing of supplies for SPED and Preschool Teachers;
4. Purchasing of testing materials for Psychometrists, Psychologists, and SPED Staff;
5. Updating teacher rosters in student data program and the preparation for December 1 count;
6. Keeping info up to date in the districts computer automated on-line service for SPED students;
7. Oversee SPED records of students moving in and out of district;
8. Typing assessment team reports & assembling folders for initial placement and re-evaluations done on students throughout the year;
9. Typing Language/Speech and Preschool evaluation reports as needed;
10. Prepare budget sheets on where and how IDEA and Preschool funds are being spent throughout year;
11. Referrals to school nurse for students needing Hearing /Vision Screenings;
12. Coding bills and maintaining pay certificates for SPED Department each month(IDEA, Preschool, Functional Behavior, Educable Child, & ESY);
13. Preparation of private contracts for parents who transport disabled students during school year and for Extended School Year services;
14. Maintaining all new and old SPED records in District;
15. Preparation of correspondence for SPED teachers distributed throughout year;
16. Assist with inventory of fixed assets for SPED Department;
17. Compiles data, prepares, and mails Child Find report to MS Department of Education;
18. Compiles data, prepares, publishes and mails letters for Child Find Campaign;
19. Participates in the planning and implementation of extracurricular activities;
20. Responsible for sending requested records to the Office of Disability;
21. Other duties assigned by the Superintendent.

District duties (5%)

1. SBAC Coordinator: Monitor and manage school staff participation in required surveys and migrate the employee roster each quarter;
2. Maintaining and organizing the Paraprofessionals credentials;
3. All other duties assigned.

Terms of Employment:

Salary and work year are determined by the School Board

Evaluation:

Performance in this position will be evaluated annually, by the Superintendent in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____