LAKELAND SCHOOL SYSTEM
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Job Description

Job Title: Special Education Secretary

Exemption Status: Nonexempt

Reports to: Special Education Director

Date Approved: November 7, 2022

Dept./School: Assigned Campus

Primary Purpose:

This position provides clerical support to the Special Education department of the school and to the school administration in support of the special needs students and teachers.

Minimum Training and Qualifications:

High school diploma or equivalent

A minimum of three (3) years of successful clerical experience

Highly proficient in EASY IEP programs

Proficient in the use of computers to include database, spreadsheet and word processing applications

Knowledge of basic office procedures and equipment

Strong interpersonal skills with the ability to establish and maintain cooperative working relationships with teachers, staff, parents

Excellent organizational, oral and written communication skills

Ability to provide excellent customer service

Performance Responsibilities:

1. Answers incoming calls and responds appropriately to requests for information.
2. Schedules meetings and arranges IEP Meetings.
3. Prepares, disseminates and maintains materials, correspondence, data analysis and reports.
4. Files correspondence, records and other information in an efficient manner.
5. Processes, logs and distributes all incoming records and correspondence received in the Special Education office.
6. Maintains confidential files and other information.
7. Compiles and processes a wide variety of documents and materials for the purpose of supporting program activities, disseminating information/materials, and maintaining compliance with program, district, state and/or federal requirements.
8. Performs other duties that may be assigned by the principal or superintendent.

Clearances and Testing: *(at expense of applicant)*

Criminal Justice Fingerprint/Background Clearance
Pre-employment physical exam & TB Test

The **Special Education Secretary** maintains a forty (**40**)-hour work week. This is a ten (**10**) month position with work hours and salary determined by the Board. Performance of this job will be evaluated according to procedures established by the Human Resources Department.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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