



Job Title: Secretary to Executive Director of Special Education

Exemption Status/Test: Nonexempt

Reports to: Executive Director of Special Education

Date Revised: October 2018

Dept. /School: Special Education/HHIL

Primary Purpose:

To assist in the routine work activities of a school district department office and provide clerical and administrative services to the Executive Director of Special Education and other staff members.

Qualifications:

Education/Certification:

High School Diploma, or equivalent, from an approved educational institution
Valid TEA certification
Certified Educational Office Professional (CEOP), preferred

Special Knowledge/Skills:

Good telephone and public relations skills
Effective communication and interpersonal skills
Proficient skills in keyboarding, word processing, and file maintenance.
Working knowledge of basic office procedures and the operation of common office equipment/machines
Strong written and oral communication skills, including grammar and spelling
Ability to prioritize workflow to address the multiple needs of the supervisor or the department
Ability to multi-task numerous complex administrative activities
Ability to read, analyze, and interpret general business and technical publications
Ability to apply common sense understanding to carry out written, oral, or diagram instructions
Ability to work with numbers in an accurate and rapid manner
Strong organizational and interpersonal skills
Detail oriented
Ability to work well with a diverse population
Working knowledge of Skyward, Kronos, Excel, Word, and PowerPoint, preferred
Bilingual (Spanish), preferred

Experience:

Minimum three (3) years successful secretarial experience in public school
Two (2) years successful secretarial experience in a central office position, preferred

Essential Duties and Responsibilities

1. Receive visitors and telephone calls; respond to general inquiries about functions of the department; screen those, which can be handled without Executive Director's assistance.
2. Process incoming and outgoing mail, as well as A-location email correspondence.
3. Maintain adequate materials and office supplies for efficient and effective department functions.
4. Utilize office technology (e.g., fax machine, copy machines, electronic staplers/hole punches, etc.) to complete tasks and maintain operational readiness of equipment.
5. Maintain department staff attendance records (e.g., Kronos).
6. Maintain position inventory of all SPED positions and payroll costing.

7. Assist with the development of the department office budget and maintain ledger records and other bookkeeping tasks as needed.
8. Prepare and maintain purchase orders, check requests, invoices, reimbursements, etc.
9. Prepare and manage requisition and other personnel action requests for personnel changes and new hires for department, as needed
10. Compose minutes, correspondence, memoranda, reports, forms and similar materials in final form and submit to appropriate entity.
11. Maintain appropriate files and records associated with responsibilities.
12. Maintain Executive Director's calendar, schedule meetings, and prepare materials for meetings as requested.
13. Assist other department professional staff with appointments, scheduling meetings, material preparations, and other secretarial tasks.

Professional Effectiveness

14. Maintains confidentiality and integrity of information handled within the office.
15. Articulate support for the mission, philosophy, strategic plan, goals/objectives, policies, and procedures of Garland ISD.
16. Comply with policies established by state and federal law, State Board of Education rule, and local school board policy.
17. Use effective communication skills to present information accurately and clearly.
18. Complete work efficient, accurately, and promptly.
19. Show initiative to assuming responsibility for routine office functions, duties, and responsibilities.
20. Relate to staff, students, and parents in ways that convey mutual respect, concern, and high expectations.
21. Demonstrate effective organization skills.
22. Demonstrate effective technology skills, including use of appropriate software and keyboarding skills.
23. Accept responsibility for the care and protection of district property.
24. Perform other duties as assigned.

Personal Effectiveness

25. Determine priorities and maintain office controls to ensure timely accomplishment of assigned tasks.
26. Demonstrate professionalism in dealing with students, parents, community members, and colleagues.
27. Exert a positive influence demonstrating a "can do" attitude and fostering a collaborative work environment.
28. Maintain a problem solving mindset, approaching problems with tact, directness, and integrity.
29. Maintain professional behaviors, including appearance, daily attendance, punctual arrival, and order work space.
30. Maintain mental alertness and physical ability to perform job functions.
31. Demonstrate interest in acquiring new skills and knowledge.
32. Pursue professional development through reading, attending conferences/training, and being involved with related associations and/or organizations.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional district wide travel

Mental Demands: Work with frequent interruptions; coordinate multi-tasks; maintain emotional control under stress; maintain confidentiality as required by FERPA

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