



Flour Bluff Independent School District Job Description

JOB TITLE: Special Education Secretary

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Director of Special Education

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The role of the Special Education Secretary is to perform the secretarial duties for the special education program as needed.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Certification as per TEA rules and regulations

MAJOR RESPONSIBILITIES AND DUTIES:

1. Answer and direct incoming calls for the special education office.
2. Disseminate incoming and outgoing memos, notices, and mail for the special education office.
3. Enter and maintain computer listing of the budget for the special education programs.
4. Maintain an original file of information disseminated by the special education director and other staff members.
5. Provide clerical assistance to special education supportive staff members.
6. Notify special transportation by phone and inter-office mail of new special education students that will begin special transportation services.
7. Reconcile program budget accounts with the business office's accounting records.
8. Type and maintain a file of requisitions processed for the special education programs.

9. Receive and mark with purchase order number all instructional equipment and supplies that are distributed to the campuses.
10. Type correspondence, listings, memos, notices, and reports for the special education director.
11. Type and maintain a computer file of forms used in the special education programs.
12. Requisition and maintain office supplies for the special education office.
13. Process the referral of individual student assessment requests for support staff members.
14. Purchase supplies for office.
15. Input information into the mainframe on as-needed basis, as well as looking up names and addresses of students as needed.
16. Disseminates and scores rating scales prior to outside testing.
17. Gathers and compiles data from a variety of sources prior to outside testing.
18. Notify special transportation by phone and inter-office mail of new special education students that will begin special transportation services.
19. Maintain inventory of a variety of assessment components.
20. Maintain record of materials checked in and out of Special Ed office.
21. Make requests from maintenance, technology, etc. on an as-needed basis.
22. Maintain distribution log of new materials, supplies, and equipment.
23. Process all leave forms for Special Education office employees.
24. Prepare contracts for outside services employees.
25. Assume office manager responsibilities for office clerical staff.

Major Responsibilities and Duties for Parent Advising:

26. Demonstrate an awareness of policies and procedures pertaining to the disabled.

Other:

27. Maintain good working communications with co-workers and other staff members.
28. Maintain good attitude in difficult situations.
29. Help maintain cohesiveness among employees.
30. Perform duties in a timely and organized manner.
31. Project a professional image through demeanor and dress.
32. Comply with policies and procedures as outlined in employee handbook and addendum.
33. Maintain regular and reliable attendance.
34. Adhere to proper channels when communicating ideas, problems, etc.
35. Perform other duties as assigned.

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.

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.