



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION:
CONFIDENTIAL SECRETARY TO THE
DIRECTOR OF SPECIAL SERVICES
FOR CHILD STUDY TEAM ACTIVITIES**

QUALIFICATIONS:

1. High School diploma required.
2. Minimum of five years experience as a secretary or in a similar position.
3. Demonstrates proficiency and professionalism in oral and written communication, organizational and interpersonal skills.
4. Secretarial aptitude; dictation and transcription experience; competence in the use of a computer and knowledge of office-related software programs (e-mail, Microsoft Word, PowerPoint, Excel, Access and Special Education Administrative Management software).
5. Shall maintain strict confidentiality at all times.
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Director of Special Services

JOB GOAL: To ensure the smooth and efficient operation of special services so that the department of special services' maximum impact on special needs students can be realized.

PERFORMANCE RESPONSIBILITIES

1. Work Performance

- a. Maintains proficiency in the Special Education Administrative Management System (SEAMS) software for direct application and training purposes and inputs all data for the preparation of individualized educational programs for special needs students.
- b. Coordinates efforts with consultants, private schools and out-of-district placements including, but not limited to, preparing applications, arranging transportation, preparing purchase orders for tuition supplies, materials, equipment and any other accommodation that may be required.

- c. Prepares all child study team reports and documentation before and after child study team meetings and distributes them to appropriate individuals for program implementation and filing, in accordance with state and federal regulations and district policy.
- d. Maintains child study team schedules and coordinates meetings for comprehensive evaluation plan conferences, eligibility conferences, and IEP annual reviews, and other child study team meetings as required within the timelines as specified in N.J.A.C. 6A: 14. This includes assuring the required distribution of the following:
 - i. Parental notice
 - ii. Staff notice
 - iii. Parental Rights in Special Education
 - iv. N.J.A.C. 6A: 14
 - v. Ten-day evaluation reports to parents
 - vi. and other federal and state reports as required.
- e. Maintains an appropriate active and archival student filing system for both confidential student records and non-confidential documents and records and readily retrieves items through the use of this system.
- f. Shall be familiar with and adhere to the Parental Rights in Special Education (PRISE), Family Education Rights and Privacy Act (F.E.R.P.A.) and New Jersey Administrative Code regarding the maintenance, distribution and destruction of student records and information.
- g. Performs office routines and practices, such as processing mail, operating the office equipment (scanner, fax, etc.), responding to and routing telephone calls routine e-mail, and other messages.
- h. Maintains an on-going inventory of all tests, forms, assistive technology and equipment used by the department of special services.

2. Work Characteristics

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates an openness to discuss suggestions for office operations and performance improvement.

- c. Demonstrates initiative, independence and decision-making appropriate to the performance tasks of this position.
- d. Makes efficient use of time and available material, equipment and personnel resources.
- e. Provides well-organized, accurate work (syntax, spelling, grammar and punctuation).
- f. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.
- g. Ensures submission of monthly statement of assurance reports to the director of special services.

3. Professional Development

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge

4. School/Community Relations

- a. Demonstrates a willingness to assist and work cooperatively with colleagues.
- b. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone and e-mail in the performance of this position.

5. Other Responsibilities

Performs such other tasks and assumes such other responsibilities as the director of special services may assign or require.

TERMS OF EMPLOYMENT: Confidential position; Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board of Education's policy on confidential secretaries.

SOURCE: Regular Board Meeting

DATE: November 8, 2000

REVISED: September 10, 2002