



Longview Independent School District

JOB DESCRIPTION SECRETARY SPECIAL EDUCATION

JOB TITLE:	Special Education Secretary	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Special Ed	TERMS:	226 Days
DEPARTMENT:	Special Education	PAY GRADE:	Clerical/Par 6

PRIMARY PURPOSE:

Organize and manage the routine work activities of the special education office and provide clerical services to the department head and other staff members

QUALIFICATIONS:

Minimum Education/Certification:

High School diploma or GED

Minimum Experience:

Several years of experience in an office setting

Special Knowledge and Skills:

- STEM training preferred
- Three years of secretarial experience, preferably in a public education environment
- Computer skills and knowledge
- Mainframe experience, preferred
- Bookkeeping experience, preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain accurate Special Education PEIMS data on the mainframe
2. Experience with payroll and budgeting
3. Perform varied clerical tasks in the preparation of correspondence and reports
4. Ability to prioritize and organize multiple tasks
5. Strong interpersonal relationship skills



Longview Independent School District

JOB DESCRIPTION **SECRETARY SPECIAL EDUCATION**

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

6. Ability to work under pressure
7. Manage booking and rental of T.G Field Auditorium
8. Participate in professional meetings and trainings as required
9. Comply with district policies, as well as state and federal laws and regulations
10. Adhere to the district's safety policies and procedures
11. Maintain confidentiality in the conduct of district business
12. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
13. Demonstrate regular and prompt attendance
14. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); ability to attend to detail; maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



Longview Independent School District

JOB DESCRIPTION **SECRETARY SPECIAL EDUCATION**

WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: APRIL, 2020