



Longview Independent School District

JOB DESCRIPTION

SECRETARY FOR THE REGIONAL SERVICES FOR THE DEAF/SSA

JOB TITLE:	Secretary, Regional Services for the Deaf/SSA	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director, Regional Services for the Deaf/SSA	TERMS:	217 Days
DEPARTMENT:	Regional Services for the Deaf/SSA	PAY GRADE:	Clerical/Par 4

PRIMARY PURPOSE:

Responsible for the efficient operation of an administrative department that is charged with multi-school district coordination of communications, shared service arrangement district billing, and inventory of all instructional materials and capital equipment

QUALIFICATIONS:

Minimum Education/Certification:

High School diploma or GED

Special Knowledge and Skills:

- Computer skills and knowledge
- Bookkeeping experience and skills
- Proficient skill in typing, word processing, file maintenance, and spreadsheets
- Effective communication, interpersonal skills, and the ability to operate assistive technology for the deaf
- Basic sign language, preferred

Minimum Experience:

Several years experience in an office setting

MAJOR RESPONSIBILITIES AND DUTIES:

1. Coordinate verbal and written correspondence throughout member districts that results in the identification and educational services for hearing impaired students served in the 25 member district special education cooperative shared service arrangement



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

2. Maintain confidentiality of information concerning students and personnel
3. Coordinate and maintain student eligibility folders for students served throughout the shared services arrangement
4. Process all program acquisitions, instructional materials, and equipment for assignment to various campuses
5. Maintain fiscal records for federal, state, and local funding sources
6. Receive all requests for materials/equipment, prepare requisitions, maintain record of program acquisitions and inventory, reconcile purchase orders and match to deaf education funding source for payment by fiscal agent
7. Coordinate travel expense and transportation routes for staff and students
8. Detect and solve problems for request of supplies, equipment, assistive devices among the member districts
9. Provide all clerical functions for the operation and maintenance of the program
10. Participate in staff meetings/trainings as required
11. Comply with district policies, as well as state and federal laws and regulations
12. Adhere to the district's safety policies and procedures
13. Maintain confidentiality in the conduct of district business
14. 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)
15. Demonstrate regular and prompt attendance
16. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None



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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

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: May, 2017