



Longview Independent School District

JOB DESCRIPTION

SECRETARY TO SPECIAL PROGRAMS SUPERVISOR (SPECIAL ED PROGRAM) — HIGH SCHOOL

JOB TITLE:	Secretary to Special Programs Supervisor	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Special Programs Supervisor	TERMS:	197 Days
DEPARTMENT:	High School Assigned	PAY GRADE:	Clerical/Par 4

PRIMARY PURPOSE:

Ensure efficient operation of school administrative office and provide clerical services for school's administrative staff

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Experience:

One to three years secretarial experience, preferably in public education environment

Special Knowledge and Skills:

- Proficient typing, word processing, and file maintenance skills
- Effective organizational, communication, and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Knowledge of basic accounting principles

MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Prepare written correspondence forms, schedules, or reports for special programs using typewriter or personal computer
2. Prepare instructional materials, meeting agendas and campus communications as requested, using typewriter or personal computer



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Records, Reports, and Correspondence (continued)

3. Schedule ARD meetings, appointments, and maintain an ARD meeting calendar for special programs supervisors and staff

Reception and Phones

4. Assist students, teachers, and parents as needed
5. Receive incoming calls, take reliable messages, and route to appropriate staff
6. Contact parent/guardian of students to remind them of scheduled ARD meetings

Files

7. Maintain physical files for all students involved in special programs

Other

8. Maintain grade book for all office aides
9. Sort, distribute, or deliver mail and other documents
10. Answer campus switchboard when needed
11. Assist with enrollment and withdrawals when necessary
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures
14. Maintain confidentiality in the conduct of district business
15. 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)
16. Demonstrate regular and prompt attendance
17. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

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

WORKING CONDITIONS:

Mental Demands:

Comprehend documentation (verbal and written); ability to communicate effectively (verbal and written); maintain emotional control under stress; work with frequent interruptions; 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