Job Title: Secretary to Director Wage/Hour Status: Hourly

Reports to: Director, SPED Operations & Compliance Pay Grade: 307

Dept/School: Special Education and Health Services Center **Date Revised:** December 14, 2021

Primary Purpose

Facilitate the efficient operation of the Special Education (SpEd) Department and provide support to the Director of Special Education Operations & Compliance.

Qualifications

Education/Certification

High School Diploma/GED

Special Knowledge/Skills

- Passing scores on the District's clerical test
- Excellent organization, communication, public relations, and interpersonal skills
- Knowledge of computers and software applications
- Ability to use personal computer to include mainframe software applications for data retrieval

Experience

Four (4) years related experience

Major Responsibilities and Duties

- 1. Maintain Director's budget, calendar, and schedules appointments.
- 2. Manage travel arrangements for the Director and submit applicable paperwork.
- 3. Manage database maintenance and uploading of SpEd Operating Guidelines.
- 4. Work with outside legal counsel and assistants.
- 5. Collect and assemble documents for request of records for Disability Rights Texas, TEA complaints, due process hearings, and PIA requests for legal representation.
- 6. Maintain budget accountability expenditures for outside legal services.
- 7. Maintain monthly expenditure report for in-house legal counsel.
- 8. Generate Consultant Agreements and purchase orders for Independent Education Evaluations (IEEs).
- 9. Maintain an updated list of IEE providers and assist in providing responses to parents.
- Maintain accurate record keeping and organization of student records by District-wide Campuses for legal matters.
- 11. Ensure Procedure Safeguards are updated, uploaded online and available to disseminate to parents and campus assessment personnel.
- 12. Coordinate specific work and preparation requiring the participation of school campus staff and other departments for legal in-services, trainings, audio conferences and parent meetings.
- 13. Prepare overnight mail outs and certified correspondence for parents and attorneys when necessary.
- 14. Maintain and submit weekly payroll for sign-in roster.
- 15. Maintain weekly payroll and absence verification through TEAMs.
- 16. Assist in the preparation of reports, documents and correspondence for school officials, Parent's IEE requests and other legal matters.
- 17. Assist in coordinating district-wide ARD meetings and maintains calendar for legal matters.
- 18. Maintain an optimal level of accuracy for assigned work and ensure compliance with established policies and procedures.
- 19. Work under minimal supervision and perform assigned duties with considerable independence as to work methods and priority of assignments.
- 20. Provide instructions to other employees under the supervisor's direction.
- 21. Handle highly confidential information and has frequent contact with different levels of district employees, parents of special education students and the public.
- 22. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

PC Computers, printer, fax machine, copier, typewriter, adding machine, and calculator

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer. Tasks are diverse and require frequent use of individual analysis and judgment.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

	ents describe the general purpose and responsibilities assigned to this job and	
an exhaustive list of a	all responsibilities and duties that may be assigned or skills that may be require	ed.
Approved:		
Job Title:		
Date:		
Approved:		
Job Title:		
Date:		
My supervisor has re-	viewed this job description with me and has provided me a copy	
Employee:		
Date:		

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.