

**Job Title:** Administrative Secretary, SpEd & Health  
Services Center

**Wage/Hour Status:** Hourly

**Reports to:** Assistant Superintendent SpEd  
& Health Services Center

**Pay Grade:** 307

**Dept/School:** Special Education & Health Services Center

**Date Revised:** January 6, 2022

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**Primary Purpose**

Assist in the efficient operation of the Office Special Education & Health Services Center and provide administrative support services to the Assistant Superintendent, Dyslexia Facilitator, and RDSPD/AI/VI Coordinator.

**Qualifications**

**Education**

High School Diploma/GED

**Special Knowledge/Skills**

- Passing scores on District's clerical test
- Knowledge of school district organization, operations, and administrative policies and bulletins
- Excellent organization, communication, public relations, and interpersonal skills
- Ability to record and transcribe minutes of meetings
- Ability to use personal computer and software

**Experience**

Four (4) years related experience

**Major Responsibilities and Duties**

1. Prepare correspondence, forms, and reports, as needed.
2. Compile information and prepare reports and Executive Summaries, as needed.
3. Review and disseminate mail and correspondence received in the Special Education Office related special services of Dyslexia, AI/VI/RDSPD services
4. Monitor and verify AI/VI and RDSPD department payroll through the district data management system and maintains non-duty and discretionary leave requests for department personnel
5. Maintain the budget for the Special Education Department related to Dyslexia, AI/VI/RDSPD services.
6. Work with accounts payable office in processing invoices pertaining to Dyslexia services, AI/VI/RESPD programs.
7. Enter and receive purchase orders for Dyslexia, AI/VI and RDSPD special services.
8. Prepare contracts for consultants for Dyslexia, AI/VI and RDSPD staff development.
9. Prepare vendor contracts for related service providers and Instructional services.
10. Assist with appointments for Assistant Superintendent, Dyslexia Facilitator and AI/VI/RDPSD Coordinator, as needed.
11. Greet visitors and respond to routine inquiries from staff and public; refer inquiries or concerns to the appropriate, special education or special services staff.
12. Answer incoming calls and handle questions from public, outside agencies, and staff. related to Dyslexia, AI/VI/RDSPD services.
13. Coordinate travel arrangements for Assistant Superintendent, Dyslexia Facilitator, AI/VI/RDSPD Coordinator and special services personnel.
14. Provide instructions to other employees under the Assistant Superintendent , Dyslexia Facilitator and AI/VI/RDSPD Coordinator direction.
15. Coordinate substitutes for interpreters and substitutes for the RDSPD program.
16. Coordinate student transportation within nine districts within the RDSPD SSA including changes necessitated by calendar activities.
17. Complete as needed, transportation requests with needed signatures, and ensure requests are submitted to appropriate transportation department from the nine districts in the RDSPD SSA.

18. Assist in arrangements and preparation of agendas for meetings.
19. Organize and manage routine work.
20. Maintain confidentiality of information.
21. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Personal computers, printer, fax machine, copier, typewriter, adding machine, and calculator.

**Physical and Mental Job Requirements**

**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.

**Terms of Employment**

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

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed 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.