



Pickens County Board of Education Job Descriptions

SPECIAL EDUCATION SECRETARY/BOOKEEPER

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 190 Days

REPORTS TO: Director of Special Education

QUALIFICATIONS:

1. A reasonable degree of proficiency in typing and dictation.
2. Working knowledge of basic office procedures and the operation of common office equipment and machines.
3. Three years' experience as a secretary, or two years' experience as an assistant school secretary within this district.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Performs the usual office routines and practices associated with a busy yet productive and smoothly – run office.
- Maintains such student records as shall be required; both active and inactive.
- Receives and routes all incoming calls.
- Assists teachers in preparing instructional materials as requested.
- Receives parents and visitors in a professional manner.
- Perform a variety of duties to support supervisory and administrative personnel in handling daily activities.
- Distribute the mail to appropriate personnel.
- Compose and type routine correspondence.
- Maintains student notebooks with IEP's, eligibilities, psychological reports.
- Send out and receive student records.
- Answer phones, screen callers and refer to appropriate person; greet visitors, ascertain nature of business and direct to appropriate person.
- Assist in maintaining efficient office operations by providing clerical relief whenever and wherever needed.

- Interact effectively with general public, staff members, students, and parents, using tact and good judgment.
- Operate standard office equipment such as word processor, calculator, copier, etc., as well as equipment developed or advanced from future technology.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Review current developments, literature, and technical source information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned.
- Enter all purchase; an order in McAleer tracks them and does inventory.
- Maintains database for: total federal budget, QBE budget for all schools and inventory.
- Handles all reimbursements for mileage and purchase.
- Copies and sends Special Education records to requesting parents, graduating students, GA Department of labor for SSI or other legitimate entry such as Burnt Mountain Center.
- Orders all office supplies.
- Does filling in vault; maintains order.
- Handles all mail metering and distribution.
- Assists with SEMS.
- Fax doctors for pertinent orders; IE speech, OT, PT.