

GORHAM SCHOOL DEPARTMENT

TITLE: District Instructional Support Services Secretary

QUALIFICATIONS:

1. High School Diploma
2. Evidence of successful experience and background in general office work.
3. Evidence of successful experience in working cooperatively and independently with an understanding of information confidentiality.

REPORTS TO: Director/Assistant Director of Instructional Support Services

JOB GOAL: To provide clerical support to district special education staff.

RESPONSIBILITIES:

1. Support special education staff district-wide in all administrative functions, including necessary paperwork for special services students.
2. Copy, distribute and file IEP paperwork.
3. Assist special education staff with paperwork for IEP's, including typing IEP minutes and IEP pages, as needed.
4. Monitor and organize files as needed.
5. Create files for new/transfer special services students.
6. Work with special education staff and ISS Administrative Assistant on timely submission of annual and triennial paperwork.
7. Coordinate with ISS Administrative Assistant the maintenance of timely tracking of referrals, annuals, and triennial paperwork.
8. Schedule IEP's on an emergency basis, as needed.
9. Perform additional duties/special projects and functions as requested by the Director of Instructional Support Services.

WORK YEAR: Ten-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012