

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/13/16



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- Recognition:** Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide
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Date: 9/6/16

To: **John Rouse**
 Superintendent

From: Jason Andreas
Title: Executive Director

Subject: Position Creation - Special Education Confidential Secretary

Description: Jill Mattingly, Special Services Director, is requesting approval to create a 225 day professional technical Special Education Confidential Secretary position.

Financial Impact: \$28,501.00 (pro-rated from \$32,966 for 225 days)

Funding Source (Budget/grant, etc.): Salary line item for Special Services Program Departmental Secretary

Attachment(s): Job Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Browning Public Schools
JOB DESCRIPTION
Effective: September 14, 2016

Special Education Confidential Secretary

225 Day Professional Technical Position

Summary of Functions

Provides support to the Director of Special Services in carrying out the administrative functions of the office including secretarial, clerical, filing and receptionist tasks as assigned. Assists administrator in keeping department in compliance with all State and Federal requirements pertaining to special education.

Essential Duties and Responsibilities

- 1) Personal Contacts – Places and receives telephone calls and records messages. Welcomes visitors and arranges for their comfort..
- 2) Correspondence – Uses word processing software and printing equipment to create, copy, edit, store, retrieve and print a variety of documents. Processes incoming correspondence as instructed.
- 3) Data Entry - Uses database or spreadsheet software to enter, retrieve, revise, sort or calculate and retrieve data for reports. Prepares, verifies, and enters financial and informational data in various databases including centralized accounting system.
- 4) Mail – Receives and routes incoming mail to supervisor and/or coworkers. Prepares outgoing mail as required.
- 5) Meetings – Makes arrangements for meetings, including time, space and equipment. Assembles background material for supervisor and/or coworkers. May be required to record and transcribe minutes for various meetings.
- 6) Files – Establishes and maintains files. Cross-reference, briefs, and otherwise arranges files to facilitate usefulness. Searches for and assembles information from files and documents in the office and from outside sources for use by the supervisor and/or coworkers.
- 7) Personnel – Prepares personnel forms for approval by supervisor and other required signatures. Maintains accurate payroll records. Inputs data into the computerized payroll system.
- 8) Procurement – Secures needed equipment, services, and supplies for office. Maintains office supplies, publications, etc. Issues supplies and materials to staff upon proper requisition as approved by the supervisor.
- 9) Bookkeeping/Budgeting – Performs any bookkeeping tasks and monitors budget accounts as required.
- 10) Medicaid Billing – Submits monthly Medicaid billing for eligible students. Monitors the direct deposit of Medicaid payments back to the district.

- 11) Confidentiality - Maintains safeguards over protected, privileged, or confidential information, verbal and written, to prevent unauthorized disclosures.
- 12) Reports – Prepares and submits Child Count Report, Exiting Survey Report, Post Survey Report and other documents as required.
- 13) Other – Performs such other functions as may be necessary to the work of the office.

Organizational Relationships

Supervised by and reports to the Director of Special Services or designee.

Qualifications

Education/Experience– Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- AA degree or equivalent training/experience.
- Three (3) years of education and/or experience in secretarial science/office management.
- Proficient with desktop computers, preferably Microsoft operating system.
- Knowledge of the administrative functions and their respective policies and procedures e.g., personnel, finance, special services, procurement, records management, etc to perform clerical tasks.
- Knowledge of and experience in operating office equipment including fax, copier, calculator, and typewriter.
- Knowledge of grammar, spelling, punctuation, and prescribed formats.
- Skill as a qualified typist.
- Ability to record and transcribe minutes.
- Good communication and organization skills.
- Ability to work with others and without close supervision.
- Ability to handle details accurately.
- Ability to focus on work despite office interruptions.
- Good work habits.

Desirable Qualifications – Experience in school operations and/or special education.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.