

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 10/11/22



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<b>Recognition:</b>	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
<b>Information:</b>	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
<b>Action:</b>	<input type="checkbox"/> Resignation	<input type="checkbox"/> Hiring	<input type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input type="checkbox"/> Travel In State	<input checked="" type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other:
This action request pertains to	<input type="checkbox"/> Elementary (only)	<input checked="" type="checkbox"/> High School/District Wide	

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**Date:** 10/4/22

**To** School Board Members

**From:** Corrina Guardipee-Hall  
**Title:** Superintendent

**Subject: Job Description Change: Special Services Confidential Secretary/Administrative Assistant**

**Description:** Changes have been made to the Special Services Confidential Secretary/Administrative Assistant due to an increase in duties. This position has taken on additional tasks/duties that are beyond the scope and scale of a secretary in assisting IDEA Federal Programs Report, MT OPI Child Count Reporting, and maintaining confidential individual student records for IDEA evaluation and individualized education plans. In addition, purchasing, accounting, and ordering supplies to meet special service student's instructional and health needs for PreK-12 students, staff, and service providers. Maintains accurate financial records for IDEA grant funds, special education general funds, and special services department funds. Creates and maintains contract service agreements for related service providers, submits reports & correspondence to MT OPI for compliance and program monitoring. Serves as the Special Olympics Activities Planner by make travel, meals, and special arrangements to meet the individual travel needs of students with disabilities and their families.

**Financial Impact:** \$3,063.00

**Funding Source (Budget/grant, etc.):** 115.76.456.2300.115.613

**Attachment(s):** See list

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:** ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: \_\_\_\_\_

**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: September 14, 2016

**Special Education Confidential Secretary**  
215 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, emails, and records messages for the PreK-12 Special Services Department, special education staff, and director. Welcomes family members, 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 and in a timely manner to meet IDEA student evaluation and individualized education plan timelines, contracting services deadlines, and publications for annual special services Child Find events.
- 3) Data Entry - Uses database, spreadsheet, or Montana Aims/Infinite Campus software to enter, retrieve, revise, sort or calculate and retrieve data for special service program reports, individual student evaluation and individualized education records, and MT OPI annual reporting. Prepares, verifies, and enters financial and informational data in various databases including centralized accounting system.
- 4) Mail - Receives and routes incoming mail to supervisor, coworkers special service providers, PreK-12 special services department staff, and building administrators. Prepares outgoing mail as required and responds to correspondence as directed by supervisor and procedures of the special services department.
- 5) Meetings - Make arrangements for department meetings and trainings, including time, space, food/beverages, 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 confidential files for the Special Services Department and student IDEA records files. Cross-reference, briefs, and otherwise arranges files to facilitate usefulness and for MT OPI Special Services Program Monitoring. 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. Creates contract service agreements with contracted related service providers.
- 8) Procurement - Secures needed equipment, services, testing materials, curriculum purchases, and supplies for office in addition to the PreK-12 special services programs across the district. Maintains office supplies, publications, etc. Issues supplies and materials to PreK-12 special services staff upon proper requisition as approved by the supervisor.

- 9) Bookkeeping/Budgeting - Performs any bookkeeping tasks and monitors budget accounts as required, submits invoices, drafts contracts, and coordinates with Special Services Director to monitor and manage IDEA Federal Programs Part B & C, as well as other Special Services budgets.
- 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 regarding student special services records.
- 12) Reports - Prepares and submits Child Count Report, Exiting Survey Report, Post Survey Report and other documents as required and needing submission to the Office of Public Instruction for the Special Services Department.
- 13) Special Olympics Activities Planning-Coordinates, plans, and makes travel arrangements for Special Olympics athletes, coaches, and families to ensure safe travel, participation, and appropriate overnight arrangements are made to meet the unique needs related to the student's disability for PreK-12 Special Olympics athletes.
- 14) 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.