POSITION DESCRIPTION

TITLE: Special Services Secretary-Registrar
LOCATION: Special Services
REPORTS TO: Director of Special Services
DEPARTMENT: Special Services

SUMMARY STATEMENT:
Under the supervision of the Director of Special Services, the Secretary/Registrar is responsible for supporting the special education administration and is responsible for student files in all media, data entry and data management, district and state reporting, registration, and confidential information while performing duties to support special services which require independent judgment and knowledge of district and departmental policies and procedures.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with administrators, staff, and the general public in person, by telephone, via E-mail, and in writing.
2. Answer and direct incoming calls, and/or respond to inquiries and requests for the staff and the general public.
3. Enter individual student information, evaluation, and IEP information into WESPaC System.
4. Register and track students qualifying and receiving itinerant special education services.
5. Perform duties as a Level I administrator for IEP Online, support staff with function and problem-solving within IEP Online, and communicate with the system help lines for IEP Online under the supervision of special education administration.
6. Prepare monthly enrollment count for state and federal funding.
7. Collect and prepare key performance indicator reports for special education.
8. Operate various office equipment.
9. Establish and maintain an accurate record system.
10. Responsible for electronic and paper student special education files and file system.
11. Ensure policies and procedures for Evergreen Public Schools special education records management are followed.
12. Ensure confidentiality, security, and preservation of records and record information stored.
13. Establish and maintain logs and indexes for all record transactions.
14. Responsible for the transfer of paper documents onto electronic imaging system.
15. Establish and maintain documentation of records that are put on all types of media and distributed to parents/students/agencies following established records distribution procedures.
16. Distribute records requested to parents/students/agencies following the established records distribution procedures.
17. Research information on records as requested.
18. Facilitate and organize the monitoring of compliance of special education due process paperwork under the guidelines of WAC’s and IDEA.
19. Distribute monthly class lists to certificated staff and administration.
20. Communicate necessary State and Federal reports to staff, vendors, Special Services administration, District Administration, ESD #112, and the Office of the Superintendent of Public Instruction.
21. Perform filing and maintenance of student confidential files. Keep the IEP Online system up to date.
22. Compose, prepare, and distribute correspondence as necessary for the department.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
PHYSICAL DEMANDS REQUIRED:

Acceptable Attendance (66-100%)  
Hearing (66-100%)  
Bending/Stooping (Up to 33%)  
Use of hands/arms for repetitive motion (66-100%)  
Vision (66-100%)  
Sitting (66-100%)  
Walking (Up to 33%)  
Lifting/Carrying Up to 50 lbs. (Up to 33%)  
Speaking (66-100%)  
Writing (66-100%)  
Standing (33-66%)  

MENTAL DEMANDS REQUIRED:

Reading Documents (66-100%)  
Verbal Communication (66-100%)  
Reasoning (66-100%)  
Written Communication (66-100%)  
Math (66-100%)  
Detailed Work (66-100%)  
Confidentiality (66-100%)  
Problem Solving (33-66%)  
Multiple Concurrent Tasks (66-100%)  

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  
(33-66%) = Frequently  
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:

PC, typewriter, calculator, telephone, printer, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:

(Testing may be required.)

1. Typing/keyboarding of 50-70 wpm. (Medium range)
2. A minimum of two years of related experience, or equivalent training.
3. Demonstrated ability to communicate effectively and possess a positive attitude.
4. Demonstrated ability to perform on the computer. Must be proficient in the use of Microsoft Word and Excel.
5. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
6. Must possess a good math aptitude and record keeping skills.
7. Demonstrated organizational ability and the ability to follow through.
8. Must possess a knowledge of special education processes and procedures.
9. Must possess working knowledge of or ability to learn both the administrative side and user side of IEP Online.
10. Demonstrated ability to compose written responses to communications, using proper language, spelling, punctuation, and proofreading skills.
11. Demonstrated ability to work on own initiative and problem solve.
12. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
13. Demonstrated ability to maintain confidentiality of sensitive information.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________  Date: ________________

District: _________________________  Date: ________________

New
Special Services Secretary-Registrar