

**Roswell Independent School District  
Job Description**

**Job Title: ADMINISTRATIVE SECRETARY TO DIRECTOR OF SPECIAL SERVICES**

**Reports To: DIRECTOR OF SPECIAL SERVICES**

**General Job Description:**

To assist and relieve the Director of Special Services of paperwork responsibilities so that he/she may devote maximum attention to the duties of supervision, program development, and management.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project an over-all concern for personal appearance as in relates to job performance.
8. Handle information that is confidential regarding personnel and labor related issues.
9. Send memos to staff as needed.
10. Receive and make phone calls, screen calls for Director, and assist person on other end if possible.
11. Assist special services bookkeeper.
12. Make parent contact for SAT files that have been processed and ready for initial evaluations.
13. Secure parent signatures for permission to conduct initial evaluations.
14. Maintain data base for parent contact.
15. Help with end of year parent surveys for PED/SEB.
16. Demonstrate good secretarial skills.
17. Knowledge of and proficiency with computer management.
18. Maintain confidentiality with sensitive matters.
19. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
20. Report to work on time and work no less than 7 hours per day.
21. Work independently with very little supervision.
22. May be required to perform other related duties/functions as assigned by your supervisor.

**Qualifications:**

1. High School Diploma or GED equivalency. Post-secondary studies in secretarial and computer technology preferred.
2. A minimum of two years' experience as a secretary preferred.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**ADMINISTRATIVE SECRETARY TO DIRECTOR OF SPECIAL SERVICES (CONT'D)**

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**