

**Stanwood-Camano School District
Human Resources
Job Description**

TITLE: Secretary I – High School - Special Services

GENERAL SUMMARY

Responsible for providing clerical support for building psychologist and special education department.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or GED (General Education Degree); secretarial training or experience desirable; valid First Aid and CPR certificates required.

Required Knowledge, Skills and Abilities

Knowledge of general office procedures.
Knowledge of filing, and record keeping.
Knowledge and application of safety procedures related to performance responsibilities.
Knowledge of Washington Administrative Code (WAC) as it relates to Special Services.
Skills in public relations and confidentiality.
Skills in verbal and written communication.
Skills in computers and all office equipment.
Ability to remain calm in stressful situations.
Ability to be flexible, organized and manage time effectively.
Ability to maintain high level of self-motivation.
Ability to multi-task responsibilities.

DUTIES AND RESPONSIBILITIES

- Greets and provides information to staff, parents, students, and public via phone or in person.
- Completes special education portion of registration for special education students.
- Monitor class schedules and credits for special education students.
- Maintain special education student files.
- Schedule IEP meetings, review and process completed IEPs.
- Schedule WIAT testing as needed.
- Manage budget and office supplies.
- Schedule WASL and ITED testing.
- Manage transition process for incoming 9th grade students.
- Send, receive and mail Student Progress Reports.
- Produce and distribute PEG minutes.
- Produce monthly and end of the year special ed. reports.
- Other duties as assigned.

SUPERVISOR: Building Principal
4/29/01