



Clarkdale-Jerome Elementary School District #3  
1615 Main Street  
Clarkdale, Arizona 86324  
Phone (928) 634-5035 – Fax (928) 639-0917  
“Every Student, Every Day, Preparing for Tomorrow”

**SPECIAL SERVICES SECRETARY**

**SUMMARY:** Works under the supervision of the Superintendent/Special Services Coordinator or Designee. Performs a wide variety of secretarial, clerical and computer-based management of information.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Provide administrative support to Special Education Program including, but not limited to confidential files, tracking, calendar management, and correspondence.
- Process submitted IEP's, including verification of service in the Student Management System
- Prepare meeting notices and assist with the organization of parent/guardian meetings.
- Maintain a calendar of all department activities.
- Assist with maintenance of accurate caseload lists.
- Maintain an accurate student database (Schoolmaster, E-IEPPro, etc.) and reporting.
- Assist with transfer of IEP files.
- Assists with coordination of student transportation needs when needed.
- Assists with Department of Education reporting requirements.
- Prepare and assist with reports including but not limited to: student performance, staffing, student attendance/enrollment.
- Maintains the locked confidential student files for CJSD.
- Knowledge of special education laws and regulations related to documentation and reporting.
- Assist with copying/collating student materials.
- Maintain inventory and order all department supplies and equipment.
- Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
- Attend District offered training as necessary.
- Other related duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- Understand and have the ability to maintain confidentiality as per appropriate laws and statutes
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Ability to handle confrontation and conflict without an emotional response
- Ability to understand and carry out detailed written and oral instructions.

- Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.
- Perform mathematical calculations at the level necessary for satisfactory job performance.
- Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations.
- Proficient in use of word processing, spreadsheets, and database management software.

**QUALIFICATIONS & REQUIREMENTS:**

- High School diploma or equivalent
- Previous experience with special education law, procedures and policies and special education information system is preferred.
- Secretarial, clerical and computer experience in a school setting is preferred.
- Proficient in use of word processing, spreadsheets, and database management software.
- Knowledge of confidentiality laws
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, and other job specific computer programs.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*