

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Special Education Records Secretary

Supervisor: Director of Special Education

FLSA Status: Non-Exempt **Employee Group:** Secretarial

Qualifications:

1. High School diploma or equivalent
2. Knowledge of Microsoft Office including Publisher
3. Knowledge of common office software and equipment use
4. Experience within educational and/or grants environments preferred

Terms of Employment:

- Twelve (12) Month Contract
- Eight (8) hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Communicate effectively by phone and in person with parents, staff, and community members in a friendly and professional manner.
2. Type and file a variety of correspondence and reports.
3. Register and process student special education files.
4. Enter all components of student data into the tracking system.
5. Generate reports and input data in accordance with state and federal guidelines.
6. Maintain storage of Special Education temporary and permanent record files, dispose of files in accordance with the laws, and retrieve files as requested by Special Education personnel.
7. Document record request for transfer student, copy and send to authorized parties.
8. Prepare and process referral packets (parochial/private schools) and district forms.
9. Keep current with best practices and requirements as they relate to your job assignment.
10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.