

FREMONT SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: Special Services Secretary

CONTRACT TYPE:

JOB GOAL: Effectively provide clerical and organizational support to the Fremont School District, primarily pertaining to special education and related services or other special services provided to students residing within the Fremont School District.

QUALIFICATIONS:

1. Prior Experience as a Secretary or Clerical Support Staff Member
2. Outstanding Time Management and Organizational Skills
3. Exceptional Interpersonal and Communication Skills
4. Strong Attention to Detail
5. Ability to Quickly Adapt to New Technology Tools or Systems
6. Demonstrated Tendency Toward Initiative and Follow-Through
7. Ability to Work Independently But Seek Clarification As Needed
8. Capacity to Manage Multiple Tasks and Timelines Simultaneously
9. Prior Experience as a Special Education Secretary Preferred

REPORTS TO: Special Services Director

PERFORMANCE RESPONSIBILITIES:

- Provide clerical and organizational support as needed to facilitate the smooth and effective operations of all Special Services in the District
- Provide technical assistance to employees as related to highly specific systems unique to Special Services such as the New Hampshire Special Education Information System (NHSEIS), the Medicaid reporting system and any other reporting mechanisms required by the New Hampshire Department of Education
- Monitor the NHSEIS to detect potential deficiencies or errors, and bring these to the attention of special services administrators so that problems can be quickly addressed; add or exit students as needed, and reassign caseloads at the request of special services administrators
- Monitor communications, practices and procedures related to Medicaid billing and communicate and/or collaborate with partners at Multi State Billing (MSB) to ensure timely and accurate practices; report any difficulties or problems to the Special Services Director
- Ensure that all applicable employees are properly set up in the electronic Medicaid billing system; assist with gathering Medicaid logs (electronic or paper) from all schools

that serve Fremont students with disabilities (including public high school, charter school/s and private special education schools)

- Conduct introductory, basic training to new employees who are required to complete Medicaid logs as part of their assigned duties; alert the Special Services Director if additional or group training appears to be warranted
- Process invoices as authorized by the Director of Special Services; make educated estimates of purchase order amounts and monitor expenditures in relation to purchase orders; inform the Special Services Director of any substantial discrepancies
- Ensure, to the greatest extent possible, that invoices are paid from accounts that are reflective of the true nature of the expenditures
- Assist with the budget development process as needed by gathering historical financial information upon request
- Enter financial data, and fulfill all system requirements, for students who are or may be eligible for Catastrophic Aid or Chapter 402 assistance from the State of New Hampshire; work with special services administrators to ensure accuracy of all information entered
- Complete all reports required by the New Hampshire Department of Education including, but not limited to, the Beginning of Year Report, End of Year Report, Personnel Reports and/or any reports corresponding to Special Education Indicators that are monitored by the NH DOE
- In communication and collaboration with special education administrators, disseminate surveys or other information as required by the NH DOE
- In collaboration with the Special Services Director, register all special education students for the NH Alternate Assessment; ensure that all students placed out of district are also properly registered for required state assessments
- Collect information regarding specialized transportation and coordinate transportation for students based on the information provided
- Under the supervision of the Director of Special Services, provide information to the Financial Administrator to create contracts for special services provided to Fremont students, send agreements to designated contractors, obtain required signatures, and provide these contracts with business office and file for easy reference
- Assist with the Preschool Lottery System for students without disabilities; manage student/parent information and facilitate this process as needed
- Upon request by the Special Services Director, issue public notices regarding the provision of special education and related services

- Assist with filing and facilitate the proper organization of all special education files for District students with disabilities
- Interface with the public cheerfully and professionally; display a positive attitude in all interactions with co-workers
- Other duties as assigned by the Special Services Director

OTHER

Perform any additional duties as requested by the Special Services Director or designee, which are consistent with the effective and orderly operation of this position and the Fremont School District goals and mission.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

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|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.: | Frequently required |
| 2. Lift 11 to 25 lbs.: | Occasionally required |
| 3. Lift 25 to 50 lbs.: | Occasionally required |
| 4. Lift over 50 lbs.: | Not required |
| 5. Carry up to 10 lbs: | Frequently required |
| 6. Carry 11 to 25 lbs: | Occasionally required |
| 7. Carry 26 to 50 lbs: | Occasionally required |
| 8. Carry over 50 lbs: | Rarely required |
| 9. Reach above shoulder height: | Occasionally required |
| 10. Reach at shoulder height: | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull: | Rarely required |

Hand Manipulation:

- | | |
|----------------------------|--|
| 1. Grasping: | Occasionally required |
| 2. Handling: | Occasionally required |
| 3. Torquing: | Occasionally required |
| 4. Fingering | Frequently required |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

Other Physical Consideration:

- | | |
|---------------|-----------------|
| 1. Twisting: | Rarely required |
| 2. Bending: | Rarely required |
| 3. Crawling: | Rarely required |
| 4. Squatting: | Rarely required |
| 5. Kneeling: | Rarely required |
| 6. Crouching: | Rarely required |
| 7. Climbing: | Rarely required |
| 8. Balancing: | Rarely required |

Work Surface(s):

Varies: carpeting, linoleum, tile, etc.

During the Work Day, Employee is Required to:

Consecutive Hours	Total Hours
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Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

1. Talking: Necessary for communicating with others.
2. Hearing: Necessary for receiving instructions and queries.
3. Sight: Necessary for doing job effectively and correctly.
4. Tasting and Smelling: Not required.

Specific Vocational Preparation Requirements:

1. Short demonstration only _____
2. Any beyond short demonstration up to and including 30 days _____
3. 30-90 days _____
4. 91-180 days _____
5. 181 days to 1 year _____
6. 1 to 2 years _____
7. 2 to 4 years _____
8. 4 to 10 years X
9. Over 10 years _____

Other Training, Skills and Experience Requirements:

Computer skills, knowledge of computer networks, knowledge of computer hardware and software, knowledge of curriculum and grant-writing skills.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit, stand, and walk as needed.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.