

JOB DESCRIPTION

Nebo School District

District Secretary Technician - Special Education

Purpose Statement

The job of District Secretary Technician - Special Education is done for the purpose/s of providing administrators and Special Education teachers with accurate files and records and for assisting the District Special Education staff with clerical help and information, as requested.

This job reports to the District Secretary - Special Education

Essential Functions

- Assists with clerical support for the purpose of helping Special Education personnel.
- Maintains a wide variety of manual and electronic files and documents for the purpose of providing an up to date reference.
- Organizes supplies and materials for the purpose of maintaining the availability of required items.
- Provides complete and accurate records for the purpose of giving information and direction as may be requested.
- Works with Administration and Special Education Teachers for the purpose of ensuring the accuracy of Special Education files.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; and preparing and assisting in maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; communicating with diverse groups; meeting deadlines and schedules; and working with constant interruptions.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with others; work with a variety of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with detailed information/data; Have the ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Continuing Educ./Training

Clearances

FLSA Status

Approval Date

Salary Range

Non Exempt

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