

Wentzville R-IV School District
Position Description
Locator: 3.15

Position title: Administrative Secretary – Evaluation Department

Reports To: Evaluation Department Process Coordinator/Assistant Superintendent
for Special Services

SUMMARY

Assists Evaluation Department staff in the efficient operation of District diagnostic evaluation procedures/responsibilities.

QUALIFICATIONS/REQUIREMENTS

The Administrative Secretary shall have earned a high school diploma or its equivalent; possess a high level of competence in secretarial skills, a working knowledge of personal computer operations and word processing software packages, and display a high degree of independent initiative

ESSENTIAL JOB DUTIES

- Assumes responsibility for a variety of tasks associated with administration of the District Evaluation Department.
- Acts as a liaison in telephone and interpersonal communication between Evaluation Department staff and District staff/community.
- Assists the Evaluation Department staff in all phases of the diagnostic process; records initial and tracks re-evaluation referrals; schedules all parent intake conferences and diagnostic staffings; disseminates staffing outcome correspondence to staff/parents.
- Generates quarterly/year-end summary of referral status.
- Types all Evaluation Department correspondence. Initiates and/or generates additional correspondence, forms and documents, as needed.
- Assists in the preparation and dissemination of evaluation summary reports.
- Types diagnostic evaluation summaries in a timely manner.
- Organizes and maintains confidential filing systems.
- Monitors security of inactive files of Special Education students three years after exiting school.
- Sends destruction of records notification letters on inactive special education student files.
- Assists in the preparation of annual budgetary projections. Coordinates all facets of office supply expenditures.
- Oversees maintenance of office equipment.
- Completes periodic training, as necessary, to enhance skill development/professional growth.
- Prepares all department purchase orders.
- Purchases all diagnostic testing materials for District and maintains inventory.

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OTHER DUTIES AND RESPONSIBILITIES

Completes secretarial tasks assigned by the Evaluation Department Process Coordinator. Performs other duties as assigned by the Evaluation Department Process Coordinator.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be established by the Board of Education for a twelve-month year.

EVALUATION

Performance in this job will be evaluated in accordance with provisions of District Policy on evaluation of support services personnel.