



Brazos ISD Job Posting

Position/Title: Special Education Secretary

Qualifications:

High school diploma or GED

*Please see job description following this posting

Location: Special Education Office (Brazos Elementary School)

Salary Range: Brazos ISD Hiring Schedule

Application Procedures:

Email a cover letter, district application, resume, transcripts and a copy of credentials to: (email preferred)

Send Applications to:

Lisa Kanak

Superintendent Secretary

lskanak@brazosisd.net

The application may be found at www.brazosisd.net under the employment tab.

Application Deadline: Until Filled

Date of Posting: March 18, 2024

Applicants for all positions are considered without regard to race, color, national origin, religion, sex, marital status, veteran or military status, disability, or any other legally protected status. District Title IX Coordinator: Teresa Ressler, Director of C & I, Brazos ISD, P.O. Box 819, Wallis, TX, 77485 (979) 478-6551

Name:

Job Title: Secretary to Special Education Director **Exemption Status/Test:** Nonexempt
Reports to: Special Education Director **Date Revised:** February 22, 2024
Dept./School: Administration

Primary Purpose:

Under moderate supervision organize and manage the routine work activities of a central administrative department office and provide clerical support to a director or department head and other staff members.

Qualifications:**Education/Certification:**

High school diploma or GED

While working, must be in possession of a personal mobile phone device capable of loading, accessing, and using the district's app-based emergency panic alert system.

Special Knowledge/Skills:

Proficient skills in keyboarding, data entry, word processing, and file maintenance
Ability to use software to develop spreadsheets and databases and do word processing
Ability to prioritize workflow to address the multiple needs of the supervisor or the department
Ability to multi-task numerous complex administrative activities
Basic math skills
Effective communication and interpersonal skills

Experience:

2 years secretarial experience

Major Responsibilities and Duties:**Records, Reports, and Correspondence**

1. Prepare correspondence, forms, reports, manuals, and presentations for the department head and other department staff members.
2. Compile, maintain, and file all reports, records, and other documents as required; including ESPED records archive/document share for Special Education students.
3. Perform beginning of year & end of year in the Frontline IEP & 504 Programs and upload all testing scores into programs.
4. Maintain SHARS-Participant list, daily tracking of PCS & nursing posting in Onward + Reports, transportation logs, cost report tracking which includes documentation of all allowable supplies and materials to be used on cost report.

5. Verify Certification of Funds (SHARS) information and process accordingly.
6. Maintain/update/process contract renewals.
7. Utilize TSDS to track student enrollment records for Special Education or 504 inquires.
8. Maintain Procedural Safeguards and Parents Guide to ARD packets and make available for Diagnostician for ARDs.
9. Fulfill T-REX record requests for former Prairie Harbor Alternative School students.
10. Create student testing folders and documentation for testing Special Education students. Input testing request information into applicable contracted services (Specialized, etc.)

Accounting

11. Perform routine bookkeeping tasks and maintain department budget records. Prepare and process department purchase orders and payment authorizations.
12. Order and maintain inventory of office supplies and program equipment.
13. District PEIMS coding for special education students.
14. Verify TMHP deposits.

Special Programs

15. Maintain and certify participant list for RMTS (for SHARS) then notify and track responses for Time Study to maintain compliance.
16. Process all Admission, Review and Dismissal's (ARD's): TSF, review, initial and/or annual following provided checklist (including but not limited to: sending notices, contacts parents prior to ARD, print records, review and/or edit before sending to guardian and filing).
17. Provide and send Special Education information to the State of Texas for Social Security Disability.
18. Input State Performance Plan (SPP) Indicators and assist director with submission.
19. Update and track all in-class support minutes as specified in ARD.
20. Issue Special Education electronics to staff.
21. Update and file confidentiality page.

Other

22. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
23. Maintain a schedule of appointments and make travel arrangements for department staff.

- 24. Make meeting arrangements for department activities including preparing materials, scheduling and setting up facilities, and arranging equipment.
- 25. Receive, sort, and distribute mail and other documents to department staff.
- 26. Maintain confidentiality of information.
- 27. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____
Special Education Director

Received by _____ Date _____
Employee