

TRI-COUNTY SPECIAL EDUCATION JOINT AGREEMENT
OFFICE SECRETARY
JOB DESCRIPTION

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TITLE: Office Secretary

QUALIFICATIONS:

1. High School diploma or GED.
2. Ability to develop effective working relationships with administration, staff, and the school community.
3. Education and/or training in clerical skills, preferably an Associate Degree.
3. Experience in performing clerical duties is preferred.
4. Must demonstrate the ability to type 50 words per minute or faster with minimal or no errors.
5. Must have a current working knowledge of Microsoft Word.
6. Prefer experience with Microsoft Excel and Power Point.
7. Such alternatives to the above qualifications that the Tri-County Executive Board may find appropriate and acceptable.
8. Basic familiarity with special education.

REPORTS TO: Depending on assignment: Program Coordinator(s) or Administrative Assistant to the

JOB GOAL: To assist in the efficient operation of the schools and offices of Tri-County Special Education.

TERMS OF: Normal assignments will be for ten (10) or twelve (12) months, as defined by the collective bargaining agreement.

PERFORMANCE RESPONSIBILITIES:

1. Promotes an atmosphere of respect for children and adults; maintains open, positive working relationships with staff and the public.
2. At all times, maintains a high level of ethical behavior and confidentiality of private information related to students and employees.
3. Demonstrates punctuality, appropriate attendance, and adherence to assigned work schedule in support of maximizing productivity.
4. Demonstrates effective interpersonal and communication skills while working with other staff as a team player.
5. Performs work assignments in an accurate and timely manner.
6. Demonstrates appropriate and independent use of time, prioritizes work assignments, exhibits initiative, and consults with appropriate personnel to complete assignments.
7. Uses technology software and hardware appropriately to perform job duties and remains current with changing technologies.

8. Serves as visitor and telephone receptionist for the office, routes incoming calls, logs visitors, distributes mail and informational flyers to staff.
9. Orders materials and equipment for office, departments, and/or classrooms; prepares purchase orders and invoices for approval.
10. Records employees sick time, personal day, and variance requests as directed by supervisor.
11. Prepares a variety of reports, documents, and correspondence for the purpose of documenting activities, providing written reference, and/or conveying information.
12. Attends and participates in staff meetings, orientations, continuing education, and other events as
13. Follows policies and procedures established for office staff and the Tri-County Special Education district.
14. Demonstrates professionalism and assumes this duty outside of the office when representing Tri-County Special Education.
15. Communicates and coordinates with staff in an efficient, pleasant, and timely manner for the purpose of providing support and/or completing projects.
16. Assists administration with correspondence with facility, staff, students, parents, and the community.
17. Takes on special projects as assigned by the building principal and/or Tri-County supervisor. Examples: ISBE focus monitoring materials and Power Point presentations.
18. Completes reports as assigned by Tri-County supervisor.
19. At all times, maintains a high level of ethical behavior and confidentiality of private information of students and employees.
22. Performs other related duties, as assigned by the building principal and/or Tri-County supervisor, for the purpose of ensuring efficient and effective functioning of programs.