

Administrative Secretary – Job Description
School Union #93

4110

Reports to: Superintendent of Schools

Supervision: The Administrative Secretary will work directly under the supervision of the Director of Special Services and Business Manager. The Administrative Secretary works under the broad supervision of the Superintendent of Schools.

Performance responsibilities will include, but not limited to:

Special Education

1. Managing the special education office duties and maintaining its confidentiality, scheduling and notifying the Director of Special Education of impromptu meetings, or calls with parents or other professional staff, both public and private (elementary and secondary).
2. Processing initial referrals to the Individualized Education Program (IEP) process, scheduling annual/three year reviews for all special education students in K-12 and Union #93 (coordinating parent and school schedules, services providers and IEP participants) and the Individual Educational Program (IEP's);
3. Demonstrating general knowledge of state and federal special education regulations and laws;
4. Preparing and maintaining a system of special education student record keeping and state upload requirements for Union #93;
5. Preparing special education contracts for all outside service providers;
6. Typing meeting minutes, evaluations and observations of all special education students;
7. Cooperating with public and private organizations and professional personnel in securing services for special education students;
8. Preparing state and federal reports, and correspondences at the request of the Director of Special Education. Preparing the Hancock County Directors of Special Education agendas, minutes and correspondence as necessary.
9. State reporting of Special Education students and service providers as needed.

Administrative

1. Responsible for all the general office receptionist duties including being the first contact for scheduled and drop-in visitors, answering telephones as well as sorting and distributing (copying) mail, both inner office and union wide, being responsible for postage machine; collecting and setting meter as necessary, checking message on answering machine, and checking daily on Internet for updates from Maine Department of Education, as well as sending and receiving faxes upon request, and getting outgoing mail to the post office at the end of each day.

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2. Managing the School Union #93 Certification Support Team agendas, minutes, and database updating, record keeping, and correspondence as required by policy.
3. Assisting with the Kindergarten screening dates, and related correspondence with the Union #93 schools.
4. Recruiting of personnel by securing advertising, keeping running records of all inquiries and application paperwork for each candidate that completes the process, composing letters of response to applicants, scheduling interviews, giving directions, both written and oral, and notifying candidates when positions are filled. Includes all non-contracted personnel, coaches and substitutes.
5. Maintenance of the substitute teacher lists and itinerate employee information; sending paperwork upon request, doing background checks, maintaining current master list and distributing to all schools.
6. Tracking of employee certifications, background checks and fingerprinting.
7. Set up drug testing dates for bus drivers and coordinate with schools.
8. Respond to transcript requests from Liberty School students and parents.
9. Maintaining an effective liaison between the administrative support staff in the Union #93 and secondary schools.
10. Assisting other central office staff as necessary.
11. Completing any other reasonable duty requested by the Director of Special Services, Business Manager or Superintendent.

Evaluation: Performance of the job will be evaluated by the Director of Special Services annually and will be followed by a recommendation by the Superintendent of Schools for salary/contract to the Union #93 Joint School Committee at its annual December meeting.

Adopted: Joint Union #93 School Committee - 4/25/1996

Amended: Joint Union #93 School Committee - 4/27/1998 temporarily approved,
to be revisited 11/1998

Amended: Joint Union #93 School Committee - 12/14/1999

Amended: Joint Union #93 School Committee - 04/28/2009

Amended: Joint Union #93 School Committee - 8/8/2011