

Job Title: SECRETARY, PEIMS
Reports to: Director of Special Education
Dept./School: Special Education
Wage/Hour Status: Non-exempt
Date Revised: 2014-2015

Primary Purpose

Ensure the efficient operation of the Special Education office and provide clerical services to the Director of Special Education and other staff members. Handle confidential information and frequent contact with all levels of district employees, outside agencies and the general public.

QUALIFICATIONS

Education/Certification

High school diploma or GED

Special Knowledge/Skills

Proficient typing/word processing (minimum of 35 WPM), and file maintenance skills

Knowledge of school district organization, operations, and administrative policies

Excellent organizational, communication, and interpersonal skills

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Experience

Three years or more of secretarial experience

Prior experience in executive office of public school district or another entity

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

1. Enter data from community, ~~and~~ non-public schools and district referrals for special education services.
2. Determine legal timelines for all special education referrals and distribute the referral information in a timely manner to the appropriate assessment personnel.
3. Enter data on all special education students to include name, ID#, grade, date of last full individual evaluation (FIE), Admission, Review, Dismissal (ARD) Committee meeting date, code for handicapping condition and PEIMS code.
4. Design and retrieve reports for Director of Special Education and other staff members as requested.
5. Print and disseminate reports using data information including PEIMS reports, end of six weeks reports, private school data reports and child find reports on a regular basis as determined by the Director of Special Education.
6. Enter data pertaining to State Performance Indicators as requested by the Texas Education Agency.
7. Input data and maintain accurate records of Medicaid/SHARS claims.
8. Coordinate PEIMS student data with the data in the Special Education Management System.
9. Assist in documenting Extended Year Services (EYS) participation reports.
10. Assist in the promotion of positive community relations through effective email and phone communications with parents, teachers, administrators and other district personnel.

Other

- 11. Perform other duties assigned by supervisor to include cross training as necessary.
- 12. Maintain confidentiality of information at all times.

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computer, typewriter, printer, copier, and fax machine

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____