

JOB DESCRIPTION Cumberland County School District

SPECIAL EDUCATION SECRETARY AND INVENTORY CONTROL CLERK

Purpose Statement

The job of Special Education Secretary and Inventory Control Clerk was established for the purpose/s of providing a variety of secretarial support to the Director of Special Education; establishing and maintaining department records; compiling reports; ensuring compliance of department records with mandated requirements; establishing and maintaining positive interactions; and monitoring assigned projects and/or program components. The job of inventory control clerk was established for the purpose/s of and related instructional materials with specific responsibilities for maintaining physical special education inventories; and tagging all incoming equipment and retire inventory as needed.

This job reports to the Director of Special Education.

Essential Functions

- Process time sheet for bus attendants.
- Performs secretarial duties for Special Education Department where responsibilities of trust and accuracy are important and knowledge of the school system is essential.
- Acts as receptionist for Special Education Department; maintains visitor log, provides requested information if possible, or refers individual to appropriate office personnel.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of enduring documentation for future reference in accordance with administrative and legal requirements.
- Updates and maintains the inventory in the fixed asset system daily.
- Types, duplicates, and distributes miscellaneous correspondence as requested by the Director of Special Education.
- Compiles data for the purpose of preparing reports or processing requests.
- Receives and distributes incoming mail.
- Maintain and update federal and general equipment inventory.
- Provide information and supporting documentation to State and Federal auditors.
- Coordinates assigned projects and/or program components (e.g. arrangements for conferences, meetings, travel requirements, equipment reallocation, etc.) for the purpose of completing activities and/or delivering services in compliance with established guidelines.
- Assists in arranging substitute personnel for bus attendants and preparing appropriate leave documents.
- Interacts with internal and external persons (e.g. phone, email, in person, etc.) for the purpose of receiving and/or conveying information.
- Complies with all school, district, state, and federal guidelines and Cumberland County Board of Education policies.
- Researches a variety of topics (e.g. discrepancies, current practices, policies, education codes, etc.) for the purpose of providing information and making recommendations in a variety of administrative areas.
- Supports Director of Special Education and department staff for the purpose of providing assistance with administrative functions.
- Maintains and requests student records as needed.
- Assumes other special activities and/or responsibilities as assigned by the Director of Special Education.
- Tracks inventory, transfers and storage of fixed asset equipment.
- Prepares annual inventory reports for all schools.
- Must be a self-starting teams player that can perform varying tasks, in a cooperative manner, with little or no direct supervision. Often changing from one task to another of differing nature.
- Visits all schools and departments to conduct physical inventory audit(s). Periodically conducts an individual follow-up verification of certain assets.
- Retires equipment and remove from inventory, as needed.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: effective communication; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE shall have no less than a high school education or an equivalency high school diploma. Shall have knowledge of typing, office machines, duplicating machines and computer sufficient to perform essential functions.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans.

Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: flexibility; establishing and maintaining effective working relationships; meeting deadlines and schedules; working with frequent interruptions; and maintaining confidentiality.

Responsibility/Complexity

Special Education/Inventory Control Clerk/Secretary will often be the first staff member encountered by parents or other community members, either in person or telephonically, requiring courtesy and tact. The receipt and proper routing of requirements/requests, for resolution, are critical to providing the most efficient support.

Guidelines

The guidelines for accomplishing the requirements of this position will be administrator guidance, administrative procedures, traditional practices, local Board of Education policy and appropriate State and Federal laws/regulations. Much of the work is performed independently with general supervision and requires judgment to accomplish non-routine tasks or meet student needs.

Working Environment

The work is moderately sedentary, but some lifting of objects that may exceed 20 pounds with frequent lifting and/or carrying of objects that weigh 10 pounds or more. Other physical demands that may be required are pushing, pulling, climbing and/or balancing, stooping, kneeling, crouching and/or crawling, reaching, handling and/or feeling, talking, and/or hearing and seeing. Must display the ability to precisely coordinate hand, finger and eye motions/movements. All positions require a physical exam to meet health and physical requirements. The work is performed in an office environment, but many tasks are accomplished throughout the school facility and its grounds.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Requirement
This is a non-certified position.

Continuing Educ. / Training
None Specified

FLSA Status
Non Exempt

Certificates & Licenses

Clearances
Criminal Justice Fingerprint/Background Clearance

Approval Date

Salary Grade