

DELRAN TOWNSHIP SCHOOL DISTRICT

Secretary, Child Study Team

Reports To: Director of Pupil Personnel Services

Summary: Assists the Director of Pupil Personnel Services by performing secretarial and administrative assistant type duties. Functions as a liaison between clients-parents and the professional support team members. Maintains communications with many school districts and the Burlington County Office. Oversees the CST office operations and physical environment. Updates and maintains the special education student data base.

Qualifications & Experience:

- Two years minimum of documented CST secretary experience.
- High school diploma, college level training and/or secretarial training are desirable.
- Has maintained a recognized, computer-based special education data base system (e.g. RealTime).
- Experienced in preparing required State reports (e.g. NJ Smart, ASSA, ADR). Knowledge of procurement procedures (POs; computerized systems a plus). Ability to, and experienced in, coordinating scheduling of meetings (e.g. IEPs). Familiarity with county office procedures and forms.
- Experience with special education monitoring preparation and procedures. Knowledge of automated office equipment, office procedures and practice. Experience with Word and Excel (PowerPoint a plus).
- Good oral and written communication skills; good telephone skills.
- Must be able to multi-task, with attention to detail, in a fast-paced work environment. Ability to develop effective working relationships with staff, parents, & administrators. High school diploma (minimum; college and/or secretarial training a plus).
- Required criminal history background check.

Essential Duties & Responsibilities:

- Coordinates and maintains the special education computerized data base. Types correspondence for the Director and the Special

Education Department Receives and routes phone calls, mail and correspondence.

- Performs a variety of office routines; operates all necessary automated machines to complete reports and work required in the operation of the office.
- Maintains CST office files and student records.
- Processes referrals.
- Orders materials and equipment for office and special education staff.
- Liaison for CST, parents, schools, staff.
- Prepares required State reports and projects with accuracy in timely fashion. Schedules and arranges meetings (e.g. IEPs); handles follow-up activities as necessary. Maintains confidentiality as required.
- Maintains physical environment of the CST office.
- Coordinate the setting up of transportation with the Transportation Coordinator. Schedule teachers' IEP writing days.
- Handle and process required forms for Burlington County Educational Services Unit. Do N.J. disability determination forms; handle DYFS correspondence.
- Keep student database current.
- Handle petty cash.
- Check IEPs in conjunction with Director; send amendments, revisions, transfer IEP meetings and paperwork to parents, teachers, schools, etc.
- Perform other tasks and duties as may be assigned by the Director of Pupil Personnel and/or Superintendent.

Terms of Employment:

12-month work year, salary to be determined by salary scale of DEA.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.

APPROVED BY THE BOARD OF EDUCATION: May 07, 2012