

GORHAM SCHOOL DEPARTMENT

TITLE: Office of Instructional Support Services Secretary

QUALIFICATIONS:

1. High school diploma
2. Successful secretarial experience working in a confidential setting, effective communication/interpersonal skills and proficient use of technology.
3. Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable.

REPORTS TO: Assistant Director of Instructional Support Services

JOB GOAL: To assist the Assistant Director of the Office of Instructional Support with tasks necessary for the efficient operation of the Instructional Support Services Department.

RESPONSIBILITIES:

1. Assists the Assistant Director in all general administrative operations.
2. Assists in maintaining and tracking Instructional Support student files and services, maintaining 504 database.
3. Schedules and types IEP notices.
4. Tracks/maintains State Agency reports and out-of-district student data and completes monthly State Agency billing.
5. Maintains required data and billing for Medicaid eligible students.
6. Maintains tutor database and coordinates tutor/student arrangements.
7. Assists with ordering supplies, maintaining office machinery and equipment.
8. Performs additional duties/special projects and administrative functions as requested by the Director or Assistant Director.

WORK YEAR: Ten-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012