

**Sheffield City Schools**  
**Job Description –Secretary to Deputy Superintendent and**  
**Executive Director of Special Education & Student Support**

**POSITION TITLE:** Secretary to Deputy Superintendent and Executive Director of Special Education & Student Support

**QUALIFICATIONS:** High school diploma or equivalent  
Proficiency in the use of computer technology  
Experience as a secretary is desired

**REPORTS TO:** Deputy Superintendent and Executive Director of Special Education & Student Support

**JOB GOAL:** To help provide a well-organized, smooth functioning office.

**PERFORMAN CE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

1. Serves as confidential secretary to the Deputy Superintendent and Executive Director of Special Education & Student Support.
2. Makes and receives telephone calls, takes messages, routes calls.
3. Maintains records and files confidential information.
4. Copy, request, mail, and fax records to schools and disability determination service.
5. Score test(s) for special education and gifted.
6. Keep a tracking log for special education and gifted.
7. In charge of reports and balance in accounts for purchase orders.
8. Order textbooks, materials, and supplies on an as-needed basis.
9. Request names for Textbook Committee yearly and obtain Oath of Office signature(s).
10. Request vision, hearing, and other testing for students upon notification to do so.
11. Type contracts and collect certification as necessary.
12. In charge of the Central Office Bulletin Board.
13. Operates standard office equipment.
14. In charge of printing “The BELL”, a newsletter for Sheffield City Schools, and responsible for getting it boxed up and to the “The Courier Journal”, a weekly newspaper, for distribution.
15. Must maintain a current Notary certification.
16. Performs other duties as assigned by the Federal Programs and Special Education Coordinators.

**TERMS OF EMPLOYMENT:** 10.5 months/212 day contract. Salary will be determined by the Central Office Secretary/Receptionist/Accounts Payable Clerk/School Secretary Salary Schedule based on years of experience.

**EVALUATION:** Performance of the job will be evaluated in accordance with the Board policy on evaluation of non-certified personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.