

Job Title:	<b>TSW TRANSITION SECRETARY</b>	Reports to:	<b>TSW/Transition Coordinator</b>
FLSA status:	<b>Non-Exempt</b>	Supervisor duties:	<b>none</b>
Classification:	<b>Classified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	Organize, coordinate, schedule and perform office functions; coordinate communications between administrators, district and site personnel, parents, students and the general public		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Create files for special education records and collect needed documentation and records in a timely manner
- Complete purchase requests, travel requests, warehouse requests, and work order requests,
- Assist with 45 day screening and tracking
- Schedule appointments with outer agencies, students, families for Coordinator and Supervisor schedules
- Assist with transition interviews, assessments for all students
- Complete Honey-Doer billing and scheduling of clients and students
- Maintain all files in an orderly manner (150-180 students each year)
- Order and maintain all office and student supplies, complete inventory and keep accurate inventory list
- Provide assistance as a personal aide to student as designated by IEP team
- Complete student time cards and payroll
- Assist coordinator in placing students in Transition Work Experience classes / compiling packets for teachers and students
- Collect and turn in mileage for staff within the TSW/Transition programs
- Pull records for IEPs, Manifestations, and MET meetings
- Complete applications for Snowie/Honey-Doers student workers
- Cross train in office duties
- Answer telephones
- Schedule conference room for outer agency meetings
- Fill in for Job Coaches as needed
- Assist special education students to develop and improve life skills for the world of work, such as verbal and written communication skills, electronic communication skills, interpersonal communication skills, and job seeking skills such as applications and resumes.
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Interpersonal Skills, respect for confidentiality, demonstrate a positive attitude
- Ability to multitask, prioritize and work in an organized manner
- High level of written and oral communications skills including telephone etiquette
- Have the aptitude to work effectively and maintain a leadership role with students, families, staff, and outer agencies
- Be capable of working a flexed schedule
- Knowledge of basic office procedures and excellent computer skills including MS Word, MS Excel, QuickBooks, etc.
- Strong accounting/bookkeeping background preferred
- Demonstrate ability to maintain accurate and detailed records
- Ability to understand and provide supplemental assistance to students with disabilities.

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- AA degree or 60 hours or ability to pass paraprofessional test

**Computer Proficiency:** MS Office Suite, Google Suite

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

**WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*