



MID-STATE SPECIAL EDUCATION

202 Prairie St; PO Box 46
Morrisonville, IL 62546
PH (217) 526-8121; FAX (217) 526-8205
www.midstatespec.org

STRONGER TOGETHER SUPPORTING ALL STUDENTS

Bobbi Fisher, Director

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217-526-8121 ext. 244

Mid-State Public Day School Secretary-Job Description

Mid-State Special Education is seeking a qualified candidate to complete the job duties of a Mid-State Special Education Public Day School Secretary.

QUALIFICATIONS

- High School Diploma or equivalent required
- A minimum of 3 years' experience in office administration with public board support preferred
- Expertise in Microsoft Office programs and experience with student data systems preferred
- Excellent interpersonal, communication, organizational and time management skills

ESSENTIAL JOB FUNCTIONS – May include, but are not limited to, the following:

1. Facilitates efficient office functioning in collaboration with the building administrator
2. Manages, maintains, and distributes as necessary, records including contracts, attendance, student records, data collection, monitors safety by monitoring the entrance, answering phone calls
3. Provides information and assistance to the Business Manager including documents, communications, and is cross-trained to complete key functions
4. Assists the Executive Secretary and Student Data Specialists in reporting data, accessing Embrace, the student information system, and other various documents and spread sheets needed to complete tasks
5. Gathers information, completes, and maintains records related to the Public Day School
6. Maintains updated IEP schedule, building schedule, calendar, student-related activities, and other items designated by the on-site administrator.
7. Professionally greets visitors, staff and callers, handles their inquiries, and directs them to the appropriate persons according to their needs;
8. Completes general clerical duties including but not limited to answering calls and emails, creating and filing communications and documents, taking and distributing mail, contributing to efficient office functioning, providing back-up support to other positions in case of absence or work overload, and assists with building maintenance, security, and requirements;
9. Works to assist with other professionals when extra support is needed; this may include student supervision
10. Works independently toward project completion and accomplishment of personal goals handling multiple projects and deadlines;
11. Displays professionalism, honesty, integrity, ethical practice and confidentiality; follows designated schedule, attendance policy and is punctual; Performs other duties as assigned by the Director or designee.

Employees in this position must be able to (a) sit for extended periods of time, (b) type/enter data into computer, (c) stand, walk, bend over, reach, push/pull up to 10 lbs., and lift/carry up to 25 lbs.

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EXPECTATIONS:

Adheres to designated work schedule maximizing time and attention to accomplish the work of the cooperative; Performs and completes duties accurately within mandated timelines; Maintains a high level of ethical behavior and confidentiality of information on behalf of the Board, Director, and all stakeholders; Demonstrates the ability to work effectively with others contributing to a professional and positive work environment; Displays fairness, patience, self-control, and impartiality in all interactions; Communicates in an effective and courteous manner at all times; Engages in professional development activities; Follows policies and procedures of Mid-State Special Education cooperative; Adheres to established rules, regulations, laws, and standards.

SCHEDULING

The normal work hours for this position are 8:00 a.m. to 4:00 p.m. At times, additional work may be required to meet deadlines and must be approved in advance.

DAYS WORKED- 200 days/year

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