

## **Red River Parish School Board**

### **Job Description**

**TITLE:**                   **SER Secretary**

**Qualifications:**       Ability to maintain confidentiality  
Experience as a secretary or training in the secretarial field  
Ability to interact with the public in a professional and courteous manner  
Excellent computer skills, including Microsoft Word and Excel  
Clerical abilities such as typing, filing, answering phone, etc.

**Superordinate:**       Director of Special Education (DSP)

### **Performance Responsibilities**

1. Typing and checking all reports and correspondence of the DSP.
2. Keeping a complete filing depository of all information pertaining to Federal Special Education and Pupil Appraisal.
3. Typing all agendas for in-services/workshops and notifying personnel of the various in-service/ workshops as directed by the DSP.
4. Collects and sort mail on a daily basis.
5. Organize all invoices and distribute to DSP for coding.
6. Maintains purchase order books and files.
7. Maintains maintenance on all office equipment by contacting appropriate maintenance companies or personnel for repairs or upkeep.
8. Orders, maintains, and organize office supplies as needed.
9. Inputs evaluation data in SER.
10. Maintain SER and SPED files and complete monthly compliance reports for evaluations, reevaluations, and IEP's.
11. Prepares material for Pupil Appraisal team distribution for new students to the parish.
12. Mails Pupil Appraisal correspondence as requested.
13. Answers the phone. Takes and distributes messages and distributes in a timely manner.
14. Is punctual and dependable.
15. Performs any other duties as assigned by superordinate.

### **Professional Ethics**

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

