

**BRISTOL BOROUGH SCHOOL DISTRICT**  
**Bristol, PA 19007**

**10-MONTH POSITION**

**TITLE:** **Secretary to Supervisor of Pupil  
Personnel Services/Elementary School Secretary**

**REPORTS TO:** **Supervisor of Pupil Personnel  
Services/ Principal**

**QUALIFICATIONS:**

- *Must possess high school diploma*
- *Ability to demonstrate a proficiency in secretarial skills*
- *One year experience in a school district office is preferred*
- *Must be able to demonstrate Math, Communication and Organizational skills*
- *Must be able to demonstrate a working knowledge of computers*
- *Ability to type 50 wpm*
- *Ability to recognize confidential and sensitive information and handle appropriately*

**JOB SUMMARY:**

*Responsible for providing office management and secretarial support for district wide programs, including special education, pupil services, federal programs, staff development and strategic planning.*

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. *Perform a variety of clerical duties such as receiving and directing telephone calls, communication and correspondence with parents, social workers, psychologist, occupational therapist, speech therapist, schools, hospitals, etc., Manage office files and type assigned office correspondence and Title I correspondence.*
2. *Process required forms for special education students, such as: Permission to Evaluate, Notice of Recommended Assignments, Options, and Notice of Intent to Evaluate, IEP.*
3. *Responsible for processing Comprehensive Evaluation Reports and Psycho-Educational Evaluation Reports for all school psychologists.*
4. *Responsible for processing special education referrals.*
5. *Responsible for maintaining database for district special education students.*

6. *Maintain purchase order system for district special education teachers, guidance, nurses, Title I, including typing, forwarding receiving report to Business Office and maintain account balances for all departments.*
7. *Type all federal and state program budgets.*
8. *Responsible for maintaining Special Education Registrations, Assign Homerooms, and Assign Special Education Teacher Assignments.*
9. *Responsible for Scheduling Appointments for the Director of Special Education Director and Title I Coordinator.*
10. *Responsible for maintaining Personal Care Assistants, Para professionals and NIA Educational & Access Files.*
11. *Responsible for keeping an accurate cost of Special Education Students both in and out of the District.*
12. *Assists the Business Manager in keeping detailed monthly records on the trends of the District in regards to outsourced students.*
13. *Responsible for maintaining weekly middle school eligibility for the for the middle school athletic director.*
14. *Responsible for the Pupil Services Petty Cash Fund.*
15. *Input all new special education students that enroll on the district along with newly identified student's information in IEP Writer and the MMS System.*
16. *Makes all necessary copies of special education student's paperwork for files and all teachers involved.*
17. *Issues Permissions to evaluate for requests by parent's or at the direction of the Director Special Education or Psychologist.*
18. *Issues NOREP's for all incoming students for placements.*
19. *Copy all PCA logs after they are signed by the Director, send them to Intermediate Unit, and file them according to ACCESS.*
20. *Inputs monthly suspension reports in IEP Writer for all special education students for Penn Data.*
21. *Submits and makes necessary corrections for the December 1<sup>st</sup> child count and submits all files up to IU for the state.*

22. *Responsible for updating and submitting the monthly Homeless Report to the IU for all Bristol Borough Students.*
23. *Inputs all purchase orders for the Director of Special Education, Nursing, Special Education Teachers, and Title I Coordinator and process them accordingly.*
24. *Check answering machine for messages, file discipline reports, and Document daily attendance, Print Attendance Bulletin.*
25. *Communicate with Principal concerning absenteeism, tardiness and discipline concerns.*
26. *Distribute mail, create detention list, assist with tardiness, ISS notification to teachers, OSS notification to teachers, submit attendance reports.*
27. *Update student emergency files, type first notices, type fines, type purchase orders, assist with mailings, send out obligation letters, collect obligation money, collect end of year materials.*
28. *Performs other duties that may be assigned by the Supervisor of Pupil Personnel Services or Principal.*

## **PHYSICAL REQUIREMENTS:**

- *Ability to hear with 40 decibel loss maximum*
- *See with acuity of 20 inches or less and far acuity of at least 20 feet normal depth perception*
- *Field of vision and accommodation*
- *Ability to reach above and below the waist*
- *Ability to walk and use fingers to pick, feel and grasp objects*
- *Requires both hands for repetitive motion (typing)*
- *Some bending and twisting of the body required*
- *Lifts and carries miscellaneous office supplies, equipment and paper weighing no more than 10 lbs.*
- *Typical office environment with the ability to sit 80% of the workday.*
- *Ability to express or exchange ideas by means of written or verbal communication*