

**Madison Public Schools  
Job Descriptions**

<b><u>POSITION TITLE:</u></b>	General Secretary – Compliance
<b><u>LOCATION:</u></b>	Upper and Lower Middle Schools – Guidance
<b><u>REPORTS TO:</u></b>	School Administrator and Guidance and Counseling Coordinator
<b><u>SUMMARY:</u></b>	Serves the school and guidance staff by processing and maintaining accurate school/student records and completing other tasks of the counseling office as requested.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (Some or all of the following duties and responsibilities may apply.)

1. Serves as confidential secretary to the guidance and counseling coordinators.
2. Registers new special education students. Requests and processes new student records.
3. Processes and maintains special education student records on computer programs.
4. Schedules and coordinates appointments for PPT's and case studies for special education teachers.
5. Takes/transcribe notes for correspondence, such as letters, memos, reports, forms, etc.
6. Prepares, distributes, and/or records reports, announcements, correspondence etc related to special education functions.
7. Assists in the preparation of State Department of Education special education reports and data input.
8. Prepares and compiles reports, distributes and processes departmental mail.
9. Answers telephone calls, responds to routine questions, takes messages, routes calls to appropriate personnel.
10. Operates office equipment such as copiers, calculators, computers and fax machines.
11. Maintains special education resource materials.
12. Maintains and monitors special education calendar.
13. Updates student information in a computerized format for special education records.
14. Maintains current information and knowledge of school district operations.
15. Maintains confidentiality per Board of Education policy.
16. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

None.

**QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND EXPERIENCE:**

High school diploma or general education degree (GED). One year secretarial or office experience or training; or equivalent combination of education and experience. One to three years experience and/or training in mainframe or PC database.

**LANGUAGE SKILLS:**

Ability to read and comprehend instructions, correspondence and memos. Ability to read and interpret documents, such as general business periodicals, professional journals, equipment operating and maintenance instructions, and policy procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with parents, staff, vendors, students, and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form. Ability to solve practical problems and deal with a variety of concrete variables in standardized situations and where only limited standardization exists. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS AND ABILITIES:**

Proficient keyboarding skills (45-55 words per minute). Ability to operate a personal computer and related software including word processing, spreadsheet and database programs. (e.g. MS Word, Excel, Outlook, Phoenix modules, etc.). Ability to develop effective working relationships with students, staff, vendors, parents, administration and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to handle a multitude of responsibilities with minimal supervision.

**The Madison Public Schools job descriptions are intended to be in compliance with the Americans with Disabilities Act (ADA).**