

# Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Secretary, Special Services		Special Services	Executive Director of Special Services	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	6	226	Non-Exempt	July 2025

## **Primary Purpose:**

Organize and manage the routine activities of the Special Services office and assure efficient operation of the Special Services department. Work under general supervision.

Handle confidential information and frequent contact with all levels of district employees, parents, area directors, and region 3 staff, VISD attorneys and vendors for Special Education, RDSPD, Dyslexia, and/or 504 issues.

## **Qualification Guidelines:**

### **Education/Certifications:**

High School Diploma or GED

### **Experience:**

Three years' secretarial experience preferably in a public education environment

### **Special Knowledge/Skills/Abilities:**

Proficient skills in keyboarding, word processing, and file maintenance

Effective communication and interpersonal skills

Knowledge of basic accounting principles

Ability to use personal computer and software to develop spreadsheets, and databases

Knowledge of and experience with Embrace software, efinance software, TEAL account information including eGrants, eSchool software, EDUPHORIA software program and Talent Ed software

### **Supervisory Responsibilities:**

None

### **Mental/Physical/Environmental Demands:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress; communicate effectively and professionally at all times

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## **Major Responsibilities and Duties:**

### **Accounting, Legal, Payroll, Records, and Correspondence**

1. Maintain physical and computerized departmental files.
2. Perform routine accounting/bookkeeping tasks for the department. (Special Ed, 504, Dyslexia)
3. Prepare budget with the Executive Director for Special Services Funds (Federal and Local).
4. Prepare and submit budget requisitions and adjustments.
5. Prepare and process purchase orders for business office.
6. Assist Executive Director in submitting E-Grant applications for IDEA B and IDEA B Preschool
7. Prepare correspondence, forms, requisitions, manuals, contracts, or reports.
8. Prepare semi-annual special services stipend list in conjunction with director, HR and payroll.
9. Prepare records for VISD Attorney and other Advocate offices for Complaints, Mediations and Due Process Hearings.
10. Compile pertinent data as needed for legal issues involving Special Education.
11. Assist Director in management of grant financials within fund codes: 224, 199, 284, 285, 470, 225, 315 – PIC codes 23, 33, 37 and 43.
12. Maintain staff attendance for payroll (Special Service Dept at Admin, PTs, OTs, COTAs, Deaf Ed, Dyslexia, RDSPD, Adaptive PE, Homebound and Itinerate staff.)
13. Monitor and process employee time records, including leave requests and reports; compile information and submit to Business Office according to established deadlines.
14. Work with the PEIMS Specialists on the following: in-put Extended School Year Contract Hours for staff. Make corrections as needed; October Snap Shot – Collect and input PEIMS information for support staff (Speech Pathologists, Diagnosticians, LSSPs, Physical Therapists, Occupational Therapists, COTAs, Vision and O&M, Adaptive PE, Special Education Counselor, Motor Tech). Review information and correct any fatal errors.
15. Create and post public notice for destruction of records, and child find (local newspaper).
16. Document and track family and community outreach activities as part of special services finance, accountability, and compliance.
17. Collaborate with Federal Programs department to schedule and send formal notices of Private Non-Profit Consultation meetings for private school administrators, parents, and home school parents.
18. Track, document, and communicate financial private non-profit spending per the VISD guidelines for parentally placed private school students. Work collaboratively to ensure that financial expenditures are within annual PNP allocation amounts.

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**Other**

19. Provide clerical services and support for campus and department Special Services personnel.
20. Assist Executive Director of Special Services with reviewing/approving staff requests to attend conferences/workshops.
21. Prepare travel vouchers for Special Services personnel to attend conferences or workshops.
22. Request travel advancement or reimbursement for staff when traveling to conferences or workshops.
23. Setup new workshops using the district professional development system Eduphoria.
24. Assist with the registration and coordination of faculty meetings and workshops.
25. Print sign-in sheets for workshops.
26. Grant participation credit to staff that attended and close workshops.
27. Prepare and send out letters for Time and Effort to notify principal when they have staff paid from federal funds.
28. Comply with all federal, state and local statutes and policies.
29. Greet visitors and assist employees with completing required paperwork.
30. Maintain a schedule of appointments
31. Receive and respond to incoming calls, take reliable messages and route to appropriate staff as well as handle questions and requests that fall within level of responsibility.
32. Maintain files including mailing lists and office communication.
33. Receive, sort, and distribute mail and other documents to appropriate staff
34. Maintain confidentiality at all time.
35. Order office and program supplies for the department if SERS clerk is out or needs assistance.
36. Cross-train with the SEMS and SERS clerks to learn basic responsibilities.
37. Perform other duties as assigned.

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