

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO
JOB DESCRIPTION – ADDENDUM

- Title:** **EXECUTIVE SECRETARY – SPECIAL EDUCATION DEPARTMENT** **File 307c**
- Reports to:** Director of Student Services
- Job/Department Specific Duties:** The following duties assigned to this position are non-binding. Assignments may change without notice to address emerging and/or unexpected operational needs.
- Contacts and arranges for teacher and teaching assistant substitutes.
 - Logs absences and substitutes for the department's staff.
 - Processes and maintains leave request paperwork and computer database information.
 - Assists with staff development meetings for the department (e.g., opening meeting, new teacher meeting, etc.).
 - Schedules vans and processes appropriate forms.
 - Supports and assists with van training activities.