

**2.0. Human Resources**  
**2.B. Position Descriptions**

**STUDENT SERVICES ADMINISTRATOR SECRETARY**

**REVIEWED BY COMMITTEE: JUNE 13, 2023**

**RESPONSIBILITIES and DUTIES**

Under the direction and supervision of the Student Services Administrator the Student Services Administrator Secretary shall be responsible for secretarial and clerical duties to support resource teachers and clinicians in the school division.

**1.0 Completion of student services forms and submission of data**

- 1.1 URIS application forms
- 1.2 Health Care Plans
- 1.3 Student Specific Plans
- 1.4 Personal Transportation Plans
- 1.5 Vision and Hearing forms
- 1.6 Attendance

**2.0 Organize meetings and training sessions for school teams**

- 2.1 IEP meetings
- 2.2 Vision and Hearing Screening
- 2.3 Health Care Training

**3.0 Organizing and Filing of Student information**

- 3.1 Maintain student files for the students services team (locally within schools and divisionally)

**4.0 Other duties as assigned**