



## Special Services Secretary Duties

The following is a list of Special Services secretarial duties. If you have any questions, please feel free to call Laura Blair at 541-851-8759.

### DUTIES

All Travel Arrangements  
SECC  
SPRI  
Review Files  
Reports  
CPR  
CPI  
Threat Assessments  
Nurses  
Extended Assessments  
Extended School Year

SECC  
SPRI  
Review Files  
Special Transportation  
Foster Care Report  
Protocol Ordering  
Data Collection Processing (DCF, DREP, Schedule Mtgs.)  
Health Screenings (Vision / Hearing)  
Tutoring  
ECI Transition  
PD Networks  
Meeting Scheduler  
Medical Statements  
Counseling Referral  
AT Inventory

Other duties as assigned

### SECRETARY

Salli Zavala  
  
Salli Zavala  
Salli Zavala  
Salli Zavala  
Salli Zavala  
Salli Zavala  
Salli Zavala  
Salli Zavala  
Salli Zavala  
Salli Zavala

Stephanie Hudson  
Stephanie Hudson  
Stephanie Hudson  
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Stephanie Hudson  
Stephanie Hudson

Salli / Stephanie