

CSE /CPSE/504 Plan Secretary

The CSE/CPSE/504 Plan Secretary is responsible for:

- Opening meetings in Clear Track and sending invitations (both electronically and US mail) 2 weeks prior to meeting dates;
- If a meeting is scheduled less than two weeks in advance, contacts the parent via phone when invite is mailed;
- Following up 3 days prior to meetings via phone call if parent has not responded to invite;
- Tracks responses to meeting invites;
- Tracks responses to amendments;
- Takes minutes during meetings;
- Enters services within a week following meetings;
- Enters Scripts into Clear Track;
- Placement applications ONLY for school age in-district students receiving BOCES PT and OT;
- Completes and mails out documents for all new preschool and school age new referrals;
- Prepares documents for all meetings.
- Meets weekly with the CSE Chair and Director.