

GRESHAM-BARLOW SD 10J

Secretary 4 - Data Entry Team, Student Support Services (1075)

JOB POSTING

Job Details

Title **Secretary 4 - Data Entry Team, Student Support Services**
Posting ID **1075**
Description **Posting Date:** May 17, 2017
Application Deadline: In-District Bargaining Unit Members May 23, 2017.
To Apply: Submit a letter of interest to John Koch, Executive Director of Student Support Services at koch.gresham.k12.or.us.
Projected Start Date: August 2017. Exact date to be determined by the district.

IN-DISTRICT APPLICANTS ONLY

Secretary 4 - Data Entry Team
Two Positions
Student Support Services
8 hours/day, 190 days/year
2016 -2017 Salary Range \$15.80 to \$22.49/hour

Job Summary:

The job of "Secretary 4 – Special Services" is done for the purpose of assisting the assigned school services (including Special Education, English Language Learner, 504, and Talented and Gifted) teachers, psychologists, speech pathologists, specialists, counselors, etc. in managing the meetings, parent communications, student records and other information necessary for the efficient and effective operation of special services programs, including clerical support for school site administrative and special services functions; conveying information regarding school and/or District functions and procedures; ensuring compliance with financial, legal and administrative requirements of assigned functions.

Essential Job Functions:

- Collects and maintains data and records on special services students as required by the district, state, and federal regulations under the supervision of licensed staff
- Composes reports and documents for administrators and other school staff regarding enrollment, referrals, services, etc. regarding special services students
- Manages referrals from parents, teacher and counselors and ensures case managers are assigned according to Special Services and English Language Learner Team decisions
- Processes documents and materials (i.e. schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties
- Schedules to Special Services and English Language Learner Team, Individual Education Plan, eligibility, parent conferences, staffing, and other meetings as recommended; notifies parties involved according to established procedures
- Responds to inquiries of staff, the public, parents and or students for the purpose of providing information and/or direction as may be required
- Orders necessary supplies and other materials as requested
- Monitors assigned activities and/or program components (i.e. census for Special Education, English Language Learner, 504, and Talented and Gifted, measurable objective/criteria report, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements
- Maintains special services students' permanent records for students enrolled, including entering student information in the student information system or other related program (i.e. enter program assignments in the student information system and IEP and ELL program on student transcripts.)
- Processes and mails student progress reports; maintains transcripts and other information on student schedules and performance as required
- Composes documents (i.e. correspondence, fall level report, suspension or expulsion reports, etc. census reports for Special Education, ELL, 504 and TAG, IEP Modifications &

Accommodations, Modified Diploma, and IEP Goals) for the purpose of communicating information to school and district personnel, the public, state and federal officials, etc.

- Evaluates situations (i.e. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution
- Supports principal and/or other school administrative personnel for the purpose of providing assistance with their administrative functions
- Prompt and regular attendance

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Supervises student workers for the purpose of ensuring appropriate class credit and/or learning experience
- Prepares written materials (i.e. brochures, newsletters, etc.) for the purpose of conveying information regarding school and/or district activities and procedures in the assigned areas of responsibility
- Assists with the transportation needs of students, including walking them to and from the bus, supervision of students on the way to and from the bus, supervision of loading and unloading of busses, arranging for the transportation needs of students

Essential Job Requirements - Qualifications:

- Experience Required: Prior job related experience in special services with increasing responsibility.
- Skills, Knowledge and/or Abilities Required: Skills to operate standard office equipment including use of specific computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, administer first aid. Knowledge of rules and regulations related to assigned school (including Special Education, ELL, 504 and TAG processes and procedures). Ability to exercise good judgment and in identifying, handling and protecting confidential information. Abilities to sit for prolonged periods, work independently, understand and carry out oral and written instructions, interact with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling/fingering, talking/hearing conversation, near visual acuity/visual accommodation.
- Education: High school diploma or equivalent
- Licenses: Criminal Justice Fingerprint Clearance and first aid certificate

Applicants with culturally diverse backgrounds are strongly encouraged to apply.

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any educational programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

EQUAL OPPORTUNITY EMPLOYER

Shift Type

Full-Time

Salary Range

\$15.80 - \$22.49 / Per Hour

Location

Student Support Services

Applications Accepted