

DARIEN PUBLIC SCHOOLS – DARIEN, CONNECTICUT

November 6, 2019

VACANCY: SPECIAL EDUCATION SECRETARY – GROUP I

EFFECTIVE: ASAP

END DATE: JUNE 30, 2020

TERMS: THIS IS A UNION POSITION THAT EXPIRES ON JUNE 30, 2020.

REPORTS TO: Assistant Superintendent SESS

QUALIFICATIONS:

- Executive secretarial duties
- Proficient in Microsoft Office, including PowerPoint and Excel
- Familiarity with an Individualized Education Program (IEP) and experience with IEP Direct preferred
- Must demonstrate initiative with excellent organizational skills
- Must work well independently and on multiple tasks simultaneously
- Experience with or an understanding of Special Education preferred
- Attention to detail and ability to follow through
- Ability to interface positively with the public
- High degree of confidentiality required

GENERAL RESPONSIBILITIES:

- Schedule meetings and appointments, maintain calendar and manage correspondence for the Assistant Superintendent SESS
- Enter and maintain data for state, federal and other reports
- Assist with the implementation of in-district Extended School Year (ESY) services
- Oversee out-of-district student attendance
- Track due process and mediation complaint management process and state-required data entry
- Maintain Special Education database of student records
- Coordinate logistics for professional development for Special Education certified and non-certified staff
- Develop contracts and manage implementation of services with outside vendors
- Such other related responsibilities as may be deemed appropriate by the Assistant Superintendent SESS

TERMS OF EMPLOYMENT: Per Contract between The Darien Board of Education and the United Public Employees Service Union - Secretaries

APPLICATION PROCESS:

Internal applicants (current employees of the Darien Public Schools in any capacity) must submit an Internal Applicant application via Applitrack, including uploading a current resume and cover letter. www.darienps.org, Departments, Employment Opportunities.

External applicants must submit an electronic application via Applitrack: www.darienps.org, Departments, Employment Opportunities. Supporting documentation must be uploaded to the electronic application. Paper and emailed application materials will not be accepted.

APPLICATIONS WILL BE CONSIDERED AS THEY ARE RECEIVED.

NONDISCRIMINATION STATEMENT

Darien Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. Darien Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Darien Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding Darien Public Schools nondiscrimination policies should be directed to: Marjorie Cion, Director of Human Resources, mcion@darienps.org, 203-656-7406, Board of Education Offices, 35 Leroy Avenue, Darien, CT 06820.