



Klein Independent School District

Human Resource Services, 7200 Spring Cypress Rd., Spring, Texas 77379
(832) 249-4218

JOB DESCRIPTION

Position: Secretary - Special Education Campus
Pay Grade: CP4
Duty Days: 195
Salary: KISD Current Staff Compensation Plan for Paraprofessionals

Qualifications:

- High School diploma or equivalent
- Basic phone skills
- Computer and office equipment proficiency, with knowledge of Skyward and eSped preferred
- Knowledge of Outlook, Word, and Excel programs

Duties include but are not limited to the following:

- Schedule and provide timely notice for Admission, Review, and Dismissal (ARD) meeting with parents and school personnel
- Obtain appropriate ARD forms and prepare for ARD meetings
- Collect, copy, and disseminate appropriate ARD paperwork to central office and to campus personnel via email, interoffice, and campus mailbox system
- Handle various office duties related to ordering and/or maintaining office inventory and equipment
- Label, file, and maintain Special Education records on campus
- Use word processor for correspondence to parents, school district, and school personnel
- Inventory and order supplies for the special education department
- Arrange servicing of office equipment in the special education department
- Handle mail, telephone calls and greet visitors
- Perform other duties as assigned by the campus principal or Director of Special Education
- Provide support to all special education staff on campus
- Contact other school districts to obtain school records
- Report to campus principal

Work Conditions:

- Maintain emotional control under stress
- Work with frequent interruptions

A select number of applicants will be invited for an interview. Only persons with the above credentials and background will be considered.

Both In-district and Out-of-district applicants should submit an application, and upload resume and copies of educational credentials and certifications (if applicable) through our online application process.

The Klein Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer.