

JOB DESCRIPTION

Position: Secretary – Part Time – Special Education

Pay Grade: Part Time - Hourly

Duty Days: 184

Salary: \$12/hour

Qualifications:

- High School Diploma or GED.
- Basic phone and computer skills.

Duties include but are not limited to the following:

- Schedule and provide timely notice for Admission, Review, and dismissal (ARD) meetings with parent, adult students, and school personnel.
- Obtain appropriate teacher input/ARD forms and assist case manager in preparing for ARD meetings.
- Collect and disseminate appropriate ARD paperwork to central office and to campus personnel, including but not limited to distributing student accommodations and IEPs.
- Type, label, file and maintain special education records at the campus.
- Handle mail, telephone calls and greet visitors.
- Type and/or use school computer for correspondence to parents, central office, and school personnel.
- Inventory and order supplies for the special education department.
- Use office equipment to prepare multiple copies of reports.
- Arrange servicing of office equipment in the special education department.
- Perform other duties as assigned by the campus principal or director of special education.
- Report to the campus principal.
- Provide support to all special education staff on campus.
- Have knowledge and experience using Chancery and eSped.
- Contact other school districts to obtain school records.

Work Conditions:

- Maintain emotional control under stress.
- Work with frequent interruptions.
- 19.75 hours per week.
- Proficiency with computer usage.
- Proficiency with Chancery/SEMS system required; knowledge of Outlook, Word and Excel programs.

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 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.