



**Board of Education**  
61 ECHO LAKE ROAD  
WATERTOWN, CONNECTICUT 06795  
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**TO:** All District Staff

**FROM:** Lisa Fekete  
Superintendent of Schools

**RE:** ANNOUNCEMENT OF VACANCY

**DATE:** November 7, 2025

### Special Education Secretary

**Position Title:** Special Education Secretary

**Location:** Watertown Public Schools - Central Office

**Position Reports To:** Interim Director of Special Education and Pupil Personnel Services,  
Director of Curriculum and Instruction for General and Special Education  
and Building Administrator

**Job ID:** #2441

**Internal Close Date:** November 14, 2025

**External Close Date:** November 28, 2025

**Anticipated Start Date:** Immediately

### Required Certifications & Qualifications

- High School Diploma/GED

### Essential Performance Responsibilities

Watertown Public Schools seeks a detail-oriented and collaborative Special Education Secretary to support the efficient operation of the Department of Special Education and Pupil Personnel Services. This central office role provides administrative and organizational support for department initiatives, manages special education transportation, and coordinates preschool referral processes, among other responsibilities.

### Essential Skills, Knowledge Performance Abilities

- Minimum of two (2) years of secretarial experience in an educational setting.
- Proficiency with Google and Microsoft Office, and student information systems such as PowerSchool; experience with special education data platforms such as CT-SEDS preferred.
- Strong organizational and clerical skills with a high level of accuracy and attention to detail.
- Excellent interpersonal and communication skills, with the ability to provide courteous and professional service to staff and families.
- Is a highly organized, team player.
- Ability to prioritize multiple tasks and manage time effectively in a fast-paced environment.
- Commitment to confidentiality and integrity in handling sensitive information.
- Demonstrated investment in the goals and mission of the Special Education and Pupil Personnel Services Department.

Specific Assignments
<ul style="list-style-type: none"><li>● Perform a wide range of clerical and administrative duties requiring initiative, confidentiality, and sound judgment.</li><li>● Organize and manage special education transportation services for in-district and out-of-district students.</li><li>● Coordinate Birth-to-Three and initial special education referrals for preschool-aged children.</li><li>● Maintain department calendars, schedules, and communications for administrators.</li><li>● Prepare correspondence, reports, and documentation accurately and efficiently.</li><li>● Compile and submit data and reports to the Connecticut State Department of Education as required.</li><li>● Provide responsive, high-quality customer service to families, students, and staff.</li><li>● Collaborate with colleagues to identify solutions and support department operations.</li><li>● Uphold confidentiality in all aspects of student and department information.</li><li>● Problem solves with administration and office colleagues to assist with determining potential solutions.</li></ul>
Additional Duties
<ul style="list-style-type: none"><li>● Performs other related duties as assigned by the Director of Special Education and Pupil Personnel Services.</li></ul>
Work Schedule
<ul style="list-style-type: none"><li>● Monday-Friday 8:00 a.m. - 4:00 p.m. (1 hour unpaid lunch)</li><li>● Rate of compensation based on working agreement between the Local #1303-139 of Council #4 and the Watertown Board of Education</li><li>● 12 month employee</li></ul>
<p>All application materials must be submitted online, through Applitrack; should you have any difficulty in submitting your online application please contact (860)945-4813.</p> <p>*District reserves the right to close the posting if a suitable candidate is found prior to the external closing date.</p>