



WEST ORANGE-COVE C.I.S.D.

HUMAN RESOURCES OFFICE

chan@woccisd.net

Phone: 409-882-5610

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JOB VACANCY

PARAPROFESSIONAL

ADMINISTRATIVE ASSISTANT

TO THE

DIRECTOR OF SPECIAL PROGRAMS

WOCCISD EDUCATIONAL SERVICE CENTER

DESCRIPTION: Facilitate the efficient operation of the special education department office and provide clerical services to the department director and other staff members.

QUALIFICATIONS: High school diploma or equivalent
Effective communication and interpersonal skills
Ability to operate computer and computer-related equipment
Proficient skills in typing, word processing, and file maintenance
Proficiency in office records, management and business writing
Basic math skills

Thirty semester hours of college credit with some business orientation or equivalent business school training **OR**

Five years of general clerical/secretarial experience

SALARY: \$20.00 Min to \$26.00 Max *Contingent upon experience*
226 days

DEADLINE: Open until filled

ON-LINE APPLICATIONS AVAILABLE @ www.woccisd.net

For additional information, you may contact Dr. Betty Washington, Director of Special Programs, at 409-882-5500 or bwashington@woccisd.net.