

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

NOTICE OF AVAILABLE POSITION

- POSITION:** Special Education Secretary (Secondary)
(Secondary Coordinators, Non Public and Secondary Extended Year Services)
(S-9, 12 Months)
- RESPONSIBLE TO:** Receive general supervision from the Director of Special Education, Pupil Services and Special Programs; the middle school/high School Special Education Coordinators and the Executive Secretary (Special Education).
- ESSENTIAL FUNCTIONS:** Provide administrative, clerical and secretarial assistance of a confidential, complex, and responsible nature, for the Director of Special Education, Pupil Services and Special Programs and middle school/high school Special Education Coordinators, interact with staff, parents and the public.
- MINIMUM QUALIFICATIONS:** The skills and knowledge required would generally be acquired with a High School education and three years of increasingly responsible secretarial, clerical, office administrative experience or an equivalent combination of education and experience; ability to work independently; good organizational skills needed. Ability to relate in a positive, friendly manner with the public; a thorough knowledge of Microsoft Word, Microsoft Excel, modern office practices, procedures and equipment; knowledge of Board of Education and Special Education services; ability to follow oral and written instructions, the skill to perform word and data processing with accuracy; ability to organize and maintain diverse data, files and records, perform basic bookkeeping tasks and operate a variety of office equipment. Interpersonal skills are essential due to high level of contact with parents, staff members and the public. The Special Education Secretary deals with confidential information and must use discretion in the performance of his/her duties.
- SALARY:** Classification S-9- \$38,613(Step 1) to \$41,763 (Step 3)
- WORK PERIOD:** 12 months
- STARTING DATE:** ASAP
- FILING DATE:** until filled
- CREDENTIALS REQUIRED:** complete application online

****There will be a computerized test and/or written test as part of the interview process for this position***

8/07/2018