

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

NOTICE OF AVAILABLE POSITION

- POSITION:** Administrative Secretary (Special Education)
(Walter Fitzgerald Campus/Community Partnership Program)
(S-10, 10.5 Months)
- RESPONSIBLE TO:** Receives general supervision from the Walter Fitzgerald Campus Principal. Performs work independently within general work assignment.
- ESSENTIAL FUNCTIONS:** Performs office administrative clerical and secretarial work of a confidential and responsible nature for the Walter Fitzgerald Campus and the Community Partnership Program to support the delivery of education for students, operational supports for staff and operational management including developing and maintaining special education student data. Provides secretarial and clerical services to the school principal and to professional staff members.
- MINIMUM QUALIFICATIONS:** A working knowledge of Special Education processes and procedures including IEP Direct, BOE along with related policies, and philosophy. A working knowledge of Board of Education policies and procedures. The skill to perform secretarial tasks, including correspondence, minutes of meetings and complex reports, etc. using appropriate applications. Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagrammatic or schedule form and to deal with a variety of problems where only limited standardization exists. Ability to perform word and data processing in District computer system with accuracy. Ability to organize and maintain diverse data, files and records. Ability to relate in a positive, friendly manner with students, parents, staff members and the public. Ability to operate a variety of technology including computers, copy machines, school security cameras.
- SALARY:** Classification S-10- \$33,941(Step 1) to \$36,712 (Step 3)
- WORK PERIOD:** 10.5 months
- STARTING DATE:** ASAP
- FILING DATE:** Until Filled
- CREDENTIALS REQUIRED:** Complete Application online

*****There may be a computerized test and/or written test as part of the interview process for this position***
8/31/2018