

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

NOTICE OF AVAILABLE POSITION

- POSITION:** Early Childhood Center Secretary (S-10, 12 Months)
- RESPONSIBLE TO:** Receives general supervision from the Coordinator or other school administrator; works with independence, establishing priorities within work assignment.
- ESSENTIAL FUNCTIONS:** Provides administrative and secretarial assistance of a confidential, complex, and responsible nature, for the Coordinator of Preschool and Elementary Special Education; interacts with teachers, paraprofessionals, related service staff, parents, students, central office and the public; and performs related bookkeeping, records management, and communications services.
- MINIMUM QUALIFICATIONS:** The skills and knowledge required would generally be acquired with graduation from high school and three years of responsible secretarial or clerical administrative experience or an equivalent combination of education and experience. Excellent skills in the use of office technology are required. Certification in First Aid must be attained within first school year of employment. Ability to relate in a positive, friendly manner with students, parents, staff members, and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. A working knowledge of Special Education processes and procedures including IEP Direct, BOE along with related policies, procedures and philosophy. Ability to perform word and data processing in school computer system with accuracy. Ability to perform accounts, clerical and bookkeeping duties. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment. Ability to maintain the highest ethical standards for professionalism and confidentiality.
- SALARY:** Classification S-10- \$44,408(Step 1) to \$48,032(Step 3)
- WORK PERIOD:** 12 months
- STARTING DATE:** August 5, 2019
- FILING DATE:** Until Filled
- CREDENTIALS REQUIRED:** Please complete an application online.

*****There may be a computerized test and/or written test as part of the interview process for this position***
6/28/2019