

# REEDSPORT SCHOOL DISTRICT

Mr. Jon Zwemke, Superintendent

## JOB POSTING

### Secretary (Special Education)

***This position is part time for the 21-22 school year.***

Reedsport School District seeks qualified applicants for a **Secretary** position performing duties for **Special Education** for Reedsport School District.

#### GENERAL INFORMATION

Salary/Pay Rate: \$16.10 - \$18.41 per hour *(based on 20-21 classified salary schedule)*

Days/Hours: 4 hours per day/4 days per week as per the school calendar (10 month position)

#### JOB SUMMARY

Employees in this classification are under the guidance of the office manager and general supervision of a building administrator within a framework of established procedure. The office manager may be consulted for advice on some non-routine phases of work. The use of independent judgement is required on routine assignments.

#### DUTIES

*This not an exhaustive or all-inclusive list of responsibilities, skills, duties or functions associated with the job.*

- Maintain all special education program records for all SPED students in compliance with state and federal guidelines and district policies. Must maintain Family Educational Rights and Privacy Act (FERPA).
- Serve as a resource to other staff in using SPED technology programs for IEPs.
- Prepare copy and distribute all necessary paperwork for IEP meetings.
- Maintain accurate and complete case load files, track deadlines for IEPs and notify in advance of deadlines.
- Track appropriate medical protocols for students including required forms, paperwork and procedures consistent with district policies.
- Assist in inputting student data.
- Request special education records from other schools in and out of county/state.
- Maintain close and cooperative communication and working relationship with special education personal within the district.
- Use web based programs to submit variety of required reports.

#### APPLICATION

Complete an application by clicking the "Apply" button in the upper right of this announcement. (If you are not viewing this via Applicant Tracking (Applitrack), click [HERE](#).)

#### CONTACT

Mr. Jon Zwemke, Superintendent

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541.271.3656

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, sexual orientation, age, marital status, veterans' status, genetic information and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.