

VACANCY
CONECUH COUNTY BOARD OF EDUCATION
September 9, 2024

Job Title: Secretary/Administrative Assistant - Special Education

Qualifications:

- High school diploma or equivalent; additional education or certification in special education or related fields.
- Proven experience in administrative roles, preferably within an educational setting or special education department.
- Strong organizational skills with attention to detail and the ability to multitask effectively.
- Excellent communication skills, both verbal and written, with the ability to interact professionally with diverse stakeholders.
- Proficiency in office software (e.g., Google Suite) and database management (PowerSchool, PowerSchool Special Programs), preferred.
- Understanding of confidentiality requirements related to student records and special education services.

Responsibilities

- Demonstrates support for the school system and its vision, goals and priorities.
- Operate telephone for incoming, outgoing, and interoffice calls
- Meet and assist visitors in a helpful, courteous, and professional manner
- Assist with the preparation of purchase orders as assigned
- Maintain the confidentiality of any school system related information and sensitive employee/student/parent information
- Perform duties in a manner that promote good public relations
- Provide clerical assistance to Coordinator/Director
- Possess skills necessary to perform tasks assigned
- Use copy machine and other business equipment
- File - Alphabetic, subject, numeric, and geographic as assigned
- Compile and type statistical and written report
- Data Entry
- Manage schedules, appointments, and meetings for special education staff.
- Prepare and distribute correspondence, reports, and documents as required.
- Maintain accurate records and files related to student information, Individualized Education Plans (IEPs), and other confidential documents.
- Serve as a primary point of contact for inquiries from parents, teachers, and outside agencies.
- Assist in organizing and coordinating special education events, workshops, and training sessions
- Compile and maintain accurate data related to student outcomes and program effectiveness.

- Generate reports and analyze data to support decision-making processes within the special education department.
- Collaborate with teachers, therapists, and other educational professionals to support the needs of students with disabilities.
- Participate in team meetings, contributing insights and updates on administrative matters.
- Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
- Reports absences and takes leave in accordance with Board policies and procedures. (Eight hours work day)
- Performs any other job-related duties as assigned by the Special Education Coordinator/Director and/or Superintendent.

EVALUATION: Job performance will be evaluated by the Special Education Coordinator/Director based on the Board's policy.

SOURCE: Conecuh County Schools, Evergreen, Alabama

Applications will be received through September 16, 2024 or until the position is filled.

Please email applications to conecuh.applicants@conecuhk12.com or you may bring your application to the District Office. Applicants will be notified by the Board of Education if selected for an interview.