

# GLADSTONE SD 115

## Secretary Special Services (149)

### JOB POSTING

---

#### Job Details

*Title* **Secretary Special Services**  
*Posting ID* **149**  
*Description* FTE: 1.0  
Classification: Classified  
Supervised: Director of Special Svices

Applications accepted through April 28, 2017  
Start Date: August 2017

#### **General Description:**

Serves as secretary to director of special services and coordinates tasks and activities relevant to the Office of Special Services. Assists director in maintaining accurate central records and reporting to various agencies and the Oregon Department of Education.

#### **Minimum Qualifications:**

1. High school diploma or equivalent.
2. One year of secretarial experience (preferably in a school or agency setting).
3. Sound oral and written communication skills.
4. Sound human relations skills.
5. Ability to work independently and efficiently.
6. Ability to speak tactfully and maintain information confidentially.
7. Knowledge of record-keeping principles.
8. Proficient skills in the operation of computers and other standard office equipment.
9. Proficient skills in the construction, use, and maintenance of specialized database applications.

#### **Duties and Responsibilities:**

1. Maintain regular attendance and punctuality.
2. Initiate and answer telephone calls for the Office of Special Services and exercise good judgment in responding to or referring the caller to the director of special services or other staff members.
3. Assist director of special services with correspondence and communications.
4. Maintain central inventory of special education records.
5. Coordinate arrangements for transportation, contract services and other out of district programs.
6. Construct and maintain various databases to maintain accountability for state and federal grants and track placements and expenses.
7. Compile reports as required by state, federal or other agencies at the direction of the director of special services.
8. Coordinate Medicaid billing within the district and maintain good communication with Clackamas ESD Medicaid billing coordinator.
9. Prepare personal service contracts for tutors and other independent contract employees.
10. Assist the district Business Office track expenses and grant flows.
11. Schedule meetings as may be required by the Office of Special Services.
12. Provide technical assistance for special education and ESL staff.
13. Carry out other duties as may be assigned.

*Shift Type* **Full-Time**  
*Salary Range* **Per Year**  
*Location* **Special Services**

#### Applications Accepted

*Start Date* **04/11/2017**

**Job Contact**

*Name*

**Natalie Weninger**

*Title*

**Admin Assist/HR**

*Email*

**weningern@gladstone.k12.or.us**

*Phone*

**503.496.3935**