

Forest Hills School District

Vacancies

May 13, 2019

Support Staff:

12 Month Secretary – Special Education Office - Application deadline: May 24, 2019

Candidates must be proficient in Microsoft applications, Google applications, successfully complete a secretarial competency skills assessment, and be able to write clear and concise, grammatically correct memorandum, directives, and/or letters without close supervision. Please refer to the attached job description. Submit a General Application Form (available at Forest Hills District Office or at www.fhrangers.org), along with resume, current Act 34, 151, 114, and 168 clearances, and at least 3 letters of recommendation.

Extra-Curricular:

Marching Band Assistant – Application deadline: May 24, 2019

Submit a General Application Form (available at Forest Hills District Office or at www.fhrangers.org), along with resume, current Act 34, 151, 114, and 168 clearances

In addition, applications are being accepted for substitute teachers and substitute cafeteria workers. Submit a Forest Hills Substitute Teacher Questionnaire or General Application form (available at www.fhrangers.org) with current Act 34, 151, 114, and 168 clearances.

All applications should be submitted to:

Dr. David Lehman, Superintendent
Forest Hills School District
PO Box 158
Sidman PA 15955

Secretary – Special Education

OVERVIEW: The main goal is to assist the school psychologist and special education supervisor with the preparation of correspondence, reports and bookkeeping necessary to maintain the efficient operation of special education programs in the district.

ORGANIZATIONAL RELATIONSHIPS:

This secretary reports directly to the Special Education Supervisor and School Psychologist

JOB QUALIFICATIONS:

- 1 High school diploma minimum
- 2 All required state and federal clearances
- 3 Proficient in typing, office procedures, working knowledge of office machines, equipment, and bookkeeping skills
- 4 Strong computer and technology skills, competent in Microsoft Office applications
- 5 Successful completion of a secretarial/computer skills assessment
- 6 Ability to meet the public with a pleasant, composed and cordial manner
- 7 Ability to handle delegated administrative details, requests for information, and other matters brought to the Special Education office
- 8 Ability to write clear and concise, grammatically correct memoranda, directives, or letters without close supervision
- 9 Possess outstanding organizational skills and is self-directed

PERFORMANCE RESPONSIBILITIES: *(other duties may be assigned)*

- 1 Is in regular attendance
- 2 Performs basic office tasks (telephone calls, fax, photocopy, memos, requisitions, filing, etc.)
- 3 Completes paperwork for MDE process (type evaluation reports, schedule IEP meetings, etc.)
- 4 Administers the Web-Based IEP Writer system and enters all student information into the system
- 5 Maintains accurate records of evaluations/re-evaluation and IEP due dates, and informs teachers of such
- 6 Maintains and updates Penn Data student information
- 7 Maintains accurate special education student files, ensuring that all required paperwork is included in the files
- 8 Compiles and prepares Contingency Fund applications
- 9 Demonstrates the ability to perform duties with awareness of all District requirements and Board of Education policies
- 10 Performs other specific duties assigned by the Special Education Supervisor and School Psychologist