

# Wahluke School District

## Office Manager-Special Education Department (Previously posted as Secretary) (673)

### **JOB POSTING**

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#### **Job Details**

*Posting ID*

**673**

*Title*

**Office Manager-Special Education Department (Previously posted as Secretary)**

*Description*

#### **WAHLUKE SCHOOL DISTRICT JOB SUMMARY AND DESCRIPTION OF TASKS**

**AVAILABLE IMMEDIATELY**

**NEWLY ADDED SECOND DEPARMENTAL POSITION**

**Position:** OFFICE MANAGER, Special Education Department  
**Classification:** Classified Non-Union Represented Position  
**Reports to:** Special Education Director

**Terms of Employment; Full Time,** 260 day contract; 8 hrs/day, 10 paid holidays; 12 days of vacation; FLSA Non-exempt hourly position

**Basic Function: This position will be a second classified position for the department office.** Responsible to provide and coordinate a variety of activities in a school district special education department. Responsible for the overall operations in the special education office. Perform general clerical and reception work, filing, scheduling/calendar, answering telephone, communications/emails, departmental requisitions. Organize and accurately manage and maintain department information and processes and special education records using independent judgment within generally defined methods, practices and procedures. Responsible for monthly state billing procedures and student count. Organize and schedule various student evaluations, service schedules, staff meetings and trainings, and parent meetings as necessary. Communicate and work effectively and positively and politely with students, staff, parents, and community. Provide Spanish translation and interpretation when needed. Maintain confidentiality. Perform other related duties as may be needed.

#### **Typical Work:**

- Perform general clerical work, bookkeeping, prepare requisitions, filing, scheduling and answering telephone.
- Proficiently operate office equipment including but not limited to computers, phones, adding machines, copiers, FAX.
- Provide receptionist duties by providing excellent customer service in answering the phones and assistance to the staff and public.
- Apply up to date knowledge of Federal, State and local special education requirements to ensure the timely, equitable, effective and necessary services to students and families.
- Assist in the scheduling and organizing of itinerant staff work.
- Greet students, parents, staff and the public; answer a wide variety of telephone and in-person inquiries, promote positive public relations for the district.
- Work closely and collaboratively with department and district personnel to ensure that all aspects of a successful program are met.
- Organizes and coordinate office operations in an efficient and effective manner. Independently performs tasks involving personnel, budgeting, and facilities and makes related decisions within scope of authority in the supervisor's absence. Assists in developing office procedures and policies; establishes and maintains record keeping systems.
- Maintain and organize student assessment materials.
- Track and assist with meeting required timelines such as student referrals, evaluations, service schedules.
- Access the State and other information system for entry and retrieval of information.

- Input and maintain a variety of detailed program records such as budgets, student counts, enrollment, attendance and other administrative records for legal compliance including grant and programs, compile data and perform calculations; track deadlines and prepare a variety of reports and responses accurately.
- Assist in budget tasks. May prepare and process requisitions and purchase orders for the department following District procedures; order supplies, materials and equipment; process, stock and distribute materials, maintain accounting books, track expenditures and prepare budget reports;
- Serve as office manager to the Special Education department; duplicate and distribute materials, screen calls, maintain appointment calendar, schedule meetings; scribe and prepare meeting notes, attend to mail and communications including email, make non-instructional decisions as needed.
- Compose, format, type, edits and proofread a wide variety of correspondence, memoranda, newsletters, bulletins, forms, reports, records and other materials may include maintaining building website; at times based on limited instructions or review. Documents may be confidential in nature.
- Treat all matter of school business and personnel as confidential.
- Communicates and works effectively, cooperatively, positively and politely with students, staff and community to maintain a safe school and caring learning environment.
- Establish and maintain filing of detailed records including the updating, transferring and purging of files filing required procedures.
- Complete reports in a timely manner.
- Maintain staff attendance and prepare department level payroll records.
- Assist other personnel as may be required to ensure an efficient and effective work environment.
- Coordinate and provide guidance to student assistants and volunteers.
- Understand district policy that affects the job and the building.
- Maintains and updates inventories of supplies, books, furniture and equipment.
- Model appropriate and cooperative behavior, including protecting confidential information.
- Interprets and provide translations as needed.
- Other duties as assigned.

#### **Qualifications:**

- High School diploma or G.E.D.
- Education, training, skills and experience necessary to carry out the assignment; successful secretary or office management experience preferred
- Proficient level of Spanish bilingual/biliterate fluency required.
- Excellent written and oral communication skills required. Skill in correct grammar, spelling and English usage; ability to compose and format correspondence.
- Understanding/knowledge of accounting or bookkeeping procedures.
- Up to date knowledge of and application of special education law and practices or ability to learn and retain such information required.
- Experience with children or students in an educational setting and / or evidence of an interest in supporting learning experiences preferred.
- Ability to organize and set priorities for work for self and office staff as so assigned. Must be able to train, assign and review the work of others if so assigned.
- Proficiently operate office equipment including but not limited to; computers, adding machines, copiers, FAX, phones. High level keyboarding and data entry skills.
- Ability to understand and execute verbal and written instructions, policies, and procedures.
- Provide leadership in data analysis.
- Manage all special education department assessment systems. Including student assessments.
- Provide graduation system analysis for special education students.
- Provide school to work transition support and analysis.
- Provide extended school year coordination for all summer and out of school needs.
- Knowledge of general secretarial procedures.
- Ability to work with a high degree of accuracy and attention to detail to meet deadlines.
- Proficient in the application of general computer software and experience or ability to learn school-based data programs.
- Communicate and work effectively and positively and politely with students, staff, parents, and community.

- Ability to lift up to 20 lbs occasionally.
- Valid First aid/CPR card or ability to obtain first aid card.
- Expected to attend work as scheduled. Job functions may require additional work hours from time to time.
- Ability to attend trainings as required which may include out of district or overnight travel.
- Ability to navigate and manage all Skyward and CEDARS web-based records systems.
- Model appropriate professional behavior.
- Ability to maintain confidentiality.
- Ability to solve practical problems, apply appropriate judgment and deal with a variety of situations where only limited standardization exists.
- Ability to work effectively under pressure.
- Ability to work as a team member, in a flexible, cooperative and helpful manner with a focus on resolving problems and meeting needs.
- Ability to maintain confidentiality of student and district records required.

The Wahluke School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, religion, creed, color, sex, sexual orientation including gender identity or expression, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, age, or honorably discharged veteran or military status. This holds true for all programs and services. The District provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Equity and Civil Rights Coordinator, Liz Leitz; Title IX Director, Cody Marlow; Section 504/ADA Coordinator, Shari Steele, at (509)932-4565. Equal Opportunity Employer

|                                  |                         |                          |                             |
|----------------------------------|-------------------------|--------------------------|-----------------------------|
| Shift Type                       | Other                   | Salary Range             | \$20                        |
| Salary Code                      | Per Hour                | Job Category             | Support - Non Instructional |
| External Job Application         | Classified-General      | Internal Job Application | Internal - Classified       |
| Location                         | Administration Building | Posting Status           | Filled                      |
| Minimum Qualifications Screening | High School Diploma/GED |                          |                             |

### Job Application Timeframes

|                     |            |                    |            |
|---------------------|------------|--------------------|------------|
| Internal Start Date | 10/12/2018 | General Start Date | 10/19/2018 |
| Internal End Date   |            | General End Date   |            |

### Job Pools

| Pool Name | Quantity | Requisition ID | Requisition Title |
|-----------|----------|----------------|-------------------|
| Default   | 1        |                |                   |

### Alternate Job Contact

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|----------|-------|
| Name     | Title |
| Location | Phone |
| Email    |       |

### References

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|------------------------------------|-----|----------------------|-------------------|
| Automatically Send Reference Check | Yes | Reference Check Form | Classified Survey |
|------------------------------------|-----|----------------------|-------------------|