



PLEASE POST

ANNOUNCEMENT OF CLASSIFIED VACANCY

SEPTEMBER 2017

Final Date to Apply:

September 25, 2017

or upon receipt of 150 applications, whichever occurs first.

Application Process:

A Classified application must be submitted at www.EdJoin.org and must include a letter of introduction & resume.

Incomplete applications will not be considered.



Work Location and Schedule:

Arcadia Education Center
12 months per year

Normal Schedule is
Monday through Friday
7:30 a.m. to 4:30 p.m.

Important note: *The schedule may be adjusted frequently as this position will be required to work some evening and weekend hours due to the need to secure substitutes to cover absences for the following school day.*

Schedule subject to change based on dept. needs/summer

Salary:

Classified Range 29
Step 1 - \$3866 monthly
Step 2 - \$4058
Step 3 - \$4263
Step 4 - \$4475
Step 5 - \$4696

Initial step placement, up to step 3, will be determined by verifiable years of related experience and other appropriate considerations. Step increase will occur annually on anniversary date until maximum step is reached (step 5)

SECRETARY

Under the supervision of the Director of Special Education with additional direction from the Special Education Program Specialist, the Secretary provides a variety of responsible and complex secretarial and clerical services in support of the Special Education office; responsible for daily placement of Instructional Assistants throughout the District; performs clerical duties in relation to payroll and absence reporting, purchasing procedures; provides information and assistance to parents, administrators and staff.

Education and Experience

- Graduation from high school or G.E.D. equivalent
- Minimum of two years of responsible secretarial and clerical experience
- Secretarial experience in a school setting is highly desirable

Knowledge and Abilities

Knowledge of: functions and activities of a professional office environment; computer equipment and related software applications, including knowledge of word processing and spreadsheet applications; modern office practices, procedures and equipment; office organization and management techniques; electronic mail and calendar management; customer service techniques and etiquette; financial and statistical record keeping methods; policies and objectives of assigned program and activities; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; oral and written communication skills.

Ability to: operate a computer and related software, including word processing and spreadsheet applications at an advanced level; learn new software related assigned duties; perform a variety of secretarial and clerical support services, including scheduling appointments and meetings and regular maintenance of calendars; provide information and assistance to staff, parents, administrators and the public in a professional and courteous manner; type at 60 words net per minute from clear copy; work confidentially with discretion; compose correspondence, reports, bulletins, etc. independently or from oral instructions; perform duties effectively with demands on time and interruptions; read, interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative and effective working relationships with others; work independently with little direction; meet schedules and timelines; maintain accurate records and prepare reports .

Representative Duties

Perform duties related to placement of Instructional Assistants in assigned classroom/with assigned student, either via telephone and/or automated software; Provide clerical support as needed to the Special Education Department; maintain payroll and purchasing and supply ordering records; perform other related duties as assigned.

Benefits:

District contributes \$7558.30 per year towards Medical, Dental, Vision and Life Insurance.

14 Paid Holidays per year, Paid Vacation, Sick and Personal Necessity Leave, CalPERS Retirement System

EQUAL OPPORTUNITY EMPLOYER ♦ WE ARE A TOBACCO, DRUG AND ALCOHOL FREE DISTRICT