STAFFORD PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
July 24, 2020

NON-CERTIFIED POSITION

POSITION: Secretary, Pupil Services Office (Full-Time, 10-Month, Class B)
(30 hours per week; M-F, 8:30 a.m. – 3:00 p.m.)

LOCATION: Pupil Services Department located within Stafford Elementary School

REQUIREMENTS:
• High school diploma required.
• Two (2) or more years of experience working in an office environment required and/or relevant school experience.
• Experience with Office Suite (Word, Excel and Publisher) required.
• Detail oriented with excellent oral and written communication skills.

RESPONSIBILITIES:
• Receive and process all paperwork related to referrals and evaluations for special education or 504 eligibility, and monitor timelines related to state guidelines.
• Input required demographics and information into IEP Direct.
• Schedule all Planning and Placement Team and 504 meetings related to referrals, evaluations, annual reviews, and other meetings, as appropriate, based on numerous personnel and parent schedules.
• Complete all paperwork related to all meetings.
• Disseminate necessary paperwork before and after meetings to parents and school personnel.
• Upload pertinent paperwork to the document repository of IEP Direct.
• Maintain student files of the Pupil Services Office.
• Assist in the identification and support of the English Learners program, as needed.
• Follows all Board of Education policies.
• Performs other duties as assigned.

SALARY: $15.63 per hour

AVAILABILITY: Immediate

CLOSING DATE: Open Until Filled

Interested candidates should apply on-line (link available at www.stafford.k12.ct.us> Employment Opportunities) and include a resume and three (3) letters of reference.

ONLY COMPLETE APPLICATION PACKETS WILL BE CONSIDERED.

E.O.E.

Posting #8 (CC#NEW)