

Secretary 12 Month

*A complete application includes all application materials, proof of education and two **supervisory** references. HCPSS employees must have at least one reference from a current supervisor. References must be updated annually.*

Applicants must submit all required materials by the closing date.

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. Serving over 59,000 students, our mission is to ensure academic success and social emotional well-being for each student in an inclusive and nurturing environment that closes opportunity gaps.

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

DESCRIPTION

This is confidential clerical work for the central office Department of Special Education at the experienced level. An employee in this position, with general supervision from the assigned administrator, assists coordinators and specialists in their work. This position provides administrative support to the Department of Special Education Coordinator of Compliance, Nonpublic Services and Family Support and the Coordinator of Compliance and Dispute Resolution. This position supports the special education compliance and nonpublic teams including working as the registrar for nonpublic students, communicating with nonpublic schools, ensuring Medicaid records are up to date and completing transportation documents to ensure student's transportation needs. This position supports the dispute resolution process through preparing documents for mediation, hearings and state complaints that are shared with attorneys and the Office of Administrative Hearings. Performance is evaluated periodically. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

ESSENTIAL JOB FUNCTIONS

- Administrative support to the Nonpublic Team including - registrar tasks of enrollment, address updates, transportation and Medicaid paperwork, IEP Team meeting notices and IEP Meeting Reports, and facilitating communication with nonpublic directors.
- Administrative support for Nonpublic Transportation including tracking student attendance and sharing this data with the Office of Transportation.
- Administrative support for Nonpublic graduates including tracking data of students, working with school registrars to request, access and collect diplomas. Registrar tasks include changing student status in Synergy and ensuring student cumulative folders are sent to appropriate locations for maintenance.
- Administrative support to the Due Process team including copying, distributing, and tracking documents for legal proceedings.
- Track HCPSS technology devices provided to nonpublic students including distribution and returns.

- Administrative support for translation of special education documents for families.

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of office management techniques, business English, spelling punctuation and grammar
- Operation and care of various makes of office machines, copiers, computers, and other commonly used office equipment.
- Business arithmetic and calculation of percentages
- Thorough knowledge of database word processing and spreadsheets
- Strong human relation skills. Position will involve consistent contact and interaction with administrators, co-workers, parents, and the community.
- Ability to maintain confidentiality.
- Ability to communicate clearly and concisely in both written and oral form.
- Perform general clerical duties.
- Maintain efficient office procedures and a system for keeping track of requested actions and reports.
- Ability to type from rough draft at a moderate rate of speed.
- Ability to meet timelines and perform multiple tasks.
- Proven proficiency in clerical skills

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

High school graduate or equivalent and three years of general office experience of a clerical nature.

OR

A combination of education and experience to acquire the knowledge, skills and abilities cited.

PREFERRED EDUCATION and EXPERIENCE:

Experience with Microsoft Office database applications, G Suite database applications and Excel. Experience working to support special education offices and tasks.

SALARY:

This is a 12-month, Grade IX position on the HCEA-ESP Secretaries and Assistants salary scale <https://www.hcpss.org/employment/agreements-and-salaries/>

Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System.

Under the Fair Labor Standards Act, this position is not exempt from overtime.

APPLICATION:

A complete online application and all application materials, including **two** reference surveys, must be submitted by the closing date to be considered.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript (must be scanned and uploaded to the application)

For questions regarding this vacancy, please contact: recruitmentinquiries@hcpss.org

ADDITIONAL INFORMATION:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education that most closely match the position qualifications and the needs of the school system.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.

Equal Opportunity Employer

HCPSS is an Equal Opportunity Employer and Prohibits Discrimination, Harassment and Retaliation of Any Kind: HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.