

## Secretary 12 Month for Department of Special Education

*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 the Department of Special Education in their work. This position provides administrative support to the Department of Special Education K-12 Office. This includes providing clerical support to the K-12 DSE Instructional Facilitators, Resource Teachers, and behavior team. Additional tasks include ordering materials, processing salary vouchers, reserving rooms as well as preparing materials for professional learning. This role provides daily communication with the DSE K-12 office and key stakeholders including school administrators, central office staff, school-based staff, families, and community organizations. Performance is evaluated periodically. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

### ESSENTIAL JOB FUNCTIONS

- Administrative support for translation of special education documents for families.
- Manages encumbered funds.
- Develop and manage basic information databases.
- Utilize technology to complete secretarial tasks (computer skills, fax, copier, etc.)
- Managing multiple tasks with professionalism.
- Use of a variety of software and technology to complete tasks
- Communicates effectively and professionally in person and in writing.
- Manages daily office operations with minimal supervision.
- Maintains confidentiality of student and staff records.

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

- Maintains files, including confidential material

- Types manuscripts, correspondence, statements, tables form from corrected copy, rough draft or oral detailed instructions, committee meeting agendas/minutes
- Keeps accurate records
- Answers and screens telephone calls
- Answers inquiries within scope of assigned responsibilities, giving information requiring knowledge of rules, regulation, and procedures.
- Makes appointments and effectively allocates time on the supervisor's calendar
- Orders supplies and maintains an inventory of supplies and materials of instruction
- Maintains mailing lists
- Accomplishes work harmoniously with individuals and groups of employees

### **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:**

Associate degree or higher in business/office/education related field.

At least 2 years reconciling budgets and purchasing items.

At least 5 years in secretarial position in professional work/educational environment.

Demonstrated initiative and leadership in office among office staff.

### **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](mailto: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.*