

Mountainside School District

Beechwood School, 1497 Woodacres Drive, Mountainside, New Jersey 07092
Deerfield School, 302 Central Avenue, Mountainside, New Jersey 07092

2023-2024 SCHOOL YEAR

Posting Date – April 12, 2023

Position: Special Services Secretary
Full-Time, 12 month position

Job Description & Qualifications: The Special Services Secretary will assist the Supervisor of Special Education and the Child Study Team in preparing and distributing confidential program reports and correspondence for special education students. Secretarial, clerical, and computer experience in a school setting is required.

Responsibilities (including but not limited to):

1. Provides administrative support to the Supervisor of Special Education and Child Study Team.
2. Maintains a database with special education students' program components; maintains and updates timeline spreadsheets of initial, eligibility, and annual review meetings.
3. Prepares student contracts, transportation requests, and monthly billing reports for out-of-district student placements. Provide BOE list of independent contractors and physicians.
4. Maintains confidential student files: files IEPs, and related documents - shredding obsolete confidential documents on an as needed and timely basis.
5. Maintains Google Calendars for Supervisor of Special Services, making appointments and coordinating with CST and staff for meetings
6. Prepares letters, reports, and emails to parents regarding students' IEPs/progress reports. Notifies teachers of student IEPs throughout the school year. Sends district-wide monthly newsletters. Communicates with CST, teachers and paraprofessionals on behalf of the Supervisor of Special Education.
7. Assists the Supervisor of Special Education with completion of required state reports such as, but not limited to the Extraordinary Aid report, end-year report, and IDEA.
8. Collaborates with staff as needed and required to handle various student, parent/guardian, and staff situations. Manages phone calls/emails from staff and parent/guardian inquiries and correspondences. Interacts tactfully and courteously and answers questions accurately.
9. Extended School Year (ESY) program: send letters and registration forms to parents and provide teachers/related service providers students' information as needed.
10. Process student record releases when transferring in or out of district.
11. Inventories assistive technologies and receives and distributes purchased items for the department. Orders all department testing materials and general office supplies.
12. Attends faculty, Child Study Team (CST), and department meetings and participates in professional development days as required.
13. Adheres/upholds school rules, administrative regulations, and Board of Education policies.

Salary: Competitive salary per MEA Agreement, including full health/dental/vision benefit plans, NJPERS pension

In house candidates should use the district form attached. Other interested candidates should submit a cover letter, resume, and certification to: jobs@mountainsideschools.org

cc: BOE, Faculty Rooms, Office/Principal, MEA President, Special Services