



Southington Public Schools

January 4, 2022

NOTICE OF VACANCY

POSITION: Secretary ~ Special Education Department ~ Transportation (full year)-Class II

LOCATION: Southington Public Schools ~ Central Office

SALARY: \$23.92 - \$27.30 per hour (contract in negotiations)

DESCRIPTION OF THE POSITION:

- Assume the duty of clerical and administrative support to optimize workflow in the office.
- Assist with system-wide student transportation needs by responding to questions and arrangement of transportation needs with service providers.
- Prepare reports, including but not limited to reports required by the Connecticut State Department of Education, monthly reports and maintain statistics as directed.
- Perform office routines including preparation and typing of reports, correspondence, notices and agendas, as directed by immediate supervisor.
- Secretarial responsibilities include Outlook Calendar management, coordination of meetings, answering phones and routing calls, and other duties assigned by supervisor(s).
- Serve as backup for other Special Education Secretaries assigned to the Pupil Services office.
- Perform any other job-related responsibilities as assigned by the immediate supervisor.
- Organize PPT Meeting including but not limited to scheduling, invitations, file preparation and IEP preparation.

QUALIFICATIONS:

- High School Diploma with some college or advanced secretarial education preferred.
- Proficient in MS Office.
- Knowledge of PowerSchool computer program preferred.
- Excellent interpersonal and communication skills.

APPLICATION PROCEDURE:

Please submit your application through our website:

<http://www.applitrack.com/southingtonschools/onlineapp>

**Review of applications may begin immediately*

APPLICATION CLOSING DATE: January 13, 2022

EMPLOYEES HIRED ON/AFTER SEPTEMBER 27, 2021

1. be fully vaccinated against COVID-19 (and submitted verification document & attestation)
2. have received a single-dose vaccination, or have completed or at least started a two-dose regimen, with an appointment for the second dose (and submit to weekly testing until fully vaccinated)
3. have a documented and approved medical exemption (and submit to weekly testing); or
4. have a documented and approved religious exemption (and submit to weekly testing).

**The Southington Public Schools values the contributions a diverse workforce can have on our school community. Therefore, priority status of application screenings and interview opportunities will be given to applications of individuals from racially, culturally and linguistically diverse backgrounds and from persons with disabilities.*