

WELLINGTON EXEMPTED VILLAGE SCHOOLS

VACANCY ANNOUNCEMENT

The following position is available for appointment. Applications for external hire will be accepted until filled. Applications for internal transfer will be accepted in the Superintendent's Office until 3:00 PM on Friday, June 17, 2022. Eligible persons possessing the required qualifications and wishing to be considered for the job should apply in writing or by email. Include a statement of qualifications with your application and send to Edward Weber, Superintendent, 305 Union Street, Wellington, Ohio 44090 or email at eweber@wellingtonvillageschools.org.

JOB TITLE: STUDENT SERVICE SECRETARY

ASSIGNMENT: DISTRICT

QUALIFICATIONS:

1. Neat in appearance.
2. Good human relations - must present a professional image to parents, public, students and staff.
3. Exceptional organizational and time management skills.
4. Computer literate - knowledge of Microsoft Office, Google Docs, PowerSchool, EMIS, etc., preferred.
5. Maintain confidentiality at all times, including student records, employee matters, Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Act (IDEA), and Section 504.
6. Ability to multitask and prioritize job duties.
7. Ability to maintain and update all required records, including student records, IDEA, Section 504 records and special education funding.
8. Ability to enter students with disabilities into ACT/SAT portals.
9. Communicate effectively with the director, school psychologist, parents, transportation coordinator, EMIS coordinator and staff.
10. Collaborate with the transportation coordinator on scheduling transportation for students with special needs including preschoolers.
11. Collaborate and coordinate with the Early Intervention Center.
12. Pass mandatory BCI and FBI background checks.

DUTIES: Per Job Description

TERMS: Per Negotiated Agreement (7 to 7 ½ hours) exclusive of lunch

WAGES: Per Negotiated Agreement \$16.01 - \$22.00 (June 8, 2022)

It is the policy of this District that no candidate for a position in this District shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, height, or other protected categories. Any person who knowingly makes a false statement is guilty of falsification under section 2921.13 of the Revised Code, which is a misdemeanor of the first degree.