

JOB POSTING

The Weyauwega-Fremont School District is taking applications for the Pupil Services/Special Education assistant position. The Pupil Services/Special Education Assistant provides administrative and clerical support to the Director of Pupil Services/Special Education and staff. This position is located in Weyauwega. Deadline for applications will be August 19, 2019.

This position is a year-round position.

The ideal candidate for this position will maintain the utmost level of confidentiality.

General Duties:

- Answer telephones, and take and relay messages.
- Data entry, filing, and copying
- Create requisitions and distribute supplies
- Make conference and travel arrangements for staff as needed
- Manage pupil services office including office equipment and supplies.

Performance Responsibilities:

- Accurately maintain database of special education student information through the district SIS.
- Ensure special education records are accurate in WISE and prepare special education reporting for the WI DPI.
- Manage the special education workflow to ensure processes and paperwork are completed accurately and in a timely manner.
- Assist with proofreading and editing documents
- Complete and maintain required special education reports for internal use.
- Maintain student special education records including incoming and outgoing records.
- Manage school-based services billing and reimbursement for the district.
- Manage and maintain special education budget
- Assist with planning meetings and trainings including room reservations, presentations, and technology.
- Provide support to special education staff including SIS support.
- Provide support to pupil services staff
- Complete other tasks as assigned.

Qualifications:

- Must have at least a high school diploma
- Minimum of one (1) year office work experience preferred
- Must be able to meet deadlines
- Must be able to lift, carry, and move packages
- Must have strong typing and computer skills including Google, Windows and Office
- Must have superior organizational skills and attention to detail.
- Must have excellent writing and proofreading skills.
- Must have knowledge of general accounting/bookkeeping.
- Must have the ability to establish and maintain positive and effective working relationships with staff, parents, and community.
- Must have knowledge of general office procedures and office machines (computer, fax, copier).

- Must have excellent verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Must have excellent interpersonal skills using tact, patience, and courtesy.
- Must be able to learn specific rules, laws, and policies quickly and apply with good judgment.
- Must have a good sense of humor.