



Lake Mills Area

SCHOOL DISTRICT

Secretary I 12 Months

DESCRIPTION

This is experienced secretarial work of a confidential nature. An employee in this class, with direction from the Director of Learning and Student Services, provides clerical support for the Special Education, ELL, Curriculum, and Assessment departments for the district. This position requires a high degree of accuracy, accountability, attention to detail, and confidentiality.

ESSENTIAL JOB FUNCTIONS

- General secretarial functions for the Director of Learning and Student Services
- Maintain Special Education Records in accordance to Wisconsin State Law in multiple platforms (Skyward and SEEDS) with accuracy. Responsible for set-up and maintenance of the Special Education module, services, staff and state codes. Responsible for data mining for data analysis on students and staff information contained in Skyward.
- State Reports:
 - High Cost Report – Responsibility for collecting information from school staff, Transportation, Budgets, HR and Health Services about special education students who qualify to be included in the DPI High Cost Initiative for reimbursement to RUSD.
 - Child Count – Responsibility for entering and monitoring data in Skyward for accuracy
 - Special Education Indicators – Ensure that data is correct and reports are complete on various Special Education State and Federal Reports.
 - Submit PTP to the state to meet State requirements.

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- Accounting – Use of WUFUR budget codes; complete purchase orders; assign account numbers for District-wide orders; work with budget department to process payment for invoices to Accounts Payable and assign the appropriate account number, and maintain accurate records of budget .
- Process Weekly Expense Reports for district-wide staff; assign appropriate account numbers from Federal Flow Through, Pre-school Entitlement, and District funds.
- Organize and maintain supply inventory; process purchase orders for the department and work with the Director of Learning and Student Services to approve district-wide orders.
- Responsible for registration for conferences, workshops and meetings; process conference attendance requests from district-wide staff; secure sites and catering for local meetings at the direction of the Director of Learning and Student Services.
- Responsible for processing specialized transportation needs with the transportation department.
- Prepare assessment accounts for State and District testing (ACT, Aspire, Forward, ACCESS, DLM, MAP and AimsWeb) including inputting student and staff accounts and other necessary information for District and State Assessment.
- Maintain Data Warehouse accounts and information, (currently Educlimber).
- Maintain a high degree of confidentiality while working under daily and weekly timelines.
- Answer and disperse all incoming telephone calls.
- Complete Medicaid billing and reports.
- Facilitate communication with parents, community members, organizations for the Director of Learning and Student Services.
- Communicate in a positive and effective manner with staff, administration, students, parents, and community members.
- Active member of the District Office Team.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Positive, professional disposition.
- Thorough knowledge of business English, spelling, punctuation and grammar.
- Computer technology skills as well as ability to stay current in the field of technology.
- Ability to maintain various organizational systems needed at the district.
- Ability to demonstrate good sound judgment and perform well under pressure and multiple timelines.
- Ability to be flexible in a variety of situations.
- Ability to work with frequent interruptions while maintaining accuracy.
- Ability to work independently and as part of a team.
- Commitment to high professional standards and ethics.
- Must have knowledge of both special education and regular education information to report to the Director of Learning and Student Services.
- Must have skills to complete complex state reports and maintain DPI data.
- Ability to prioritize work independently with minimal supervision including seeking out needed training and professional development.

- Ability to make decisions within the boundaries set by the Director of Learning and Student Services

EDUCATION High School diploma or Equivalent

STARTING WAGE \$16.74/hour, Full-Fringe Benefit Package

APPLICATION DEADLINE DATE May 30, 2017

PLEASE SEND LETTER OF INTENT AND RESUME TO

Ms. Jamie Syvrud, Director of Learning and Student Services
Lake Mills Area School District
120 East Lake Park Place
Lake Mills, WI 53551
920-648-2251

Tuesday, May 16, 2017