

## CASHMERE SCHOOL DISTRICT #222

### JOB DESCRIPTION

<u>Position Title:</u>	Special Education Secretary and Payroll / Benefits Support
<u>Definition of Position:</u>	To provide secretarial support services to the Special Education Director and payroll / benefits support for Cashmere School District.
<u>Immediate Supervisor:</u>	Director of Special Services
<u>Minimum Qualifications:</u>	<ul style="list-style-type: none"><li>* High school graduation or equivalent</li><li>* Some post-secondary education and/or secretarial experience</li><li>* Special Education Program / law knowledge (preferred but not required)</li><li>* Experience with payroll duties (preferred but not required)</li><li>* Experience with benefits administration (preferred but not required)</li><li>* Efficient with technologies (word processing, spread sheets, data base: Skyward, EDS, IEP Online, WSIPC, Easy Trac)</li><li>* Exceptional communication skills with students, staff, and the Cashmere public (Fluent in Spanish preferred)</li><li>* Ability to multi-task in a busy environment of phones, computers, printers, and people</li><li>* Maintain a high level of professionalism and confidentiality</li><li>* Ability to work independently as well as part of team</li></ul>
<u>Major Responsibilities:</u>	<ul style="list-style-type: none"><li>* Manages records according to state and federal guidance</li><li>* Manages communications between school buildings and the administrative office for Special Education, McKinney-Vento, and 504 Programs</li><li>* Enrolls, reviews, monitors and maintains files for all students receiving special education services, including 504 Plans</li><li>* Assists with District payroll and time and effort</li><li>* Facilitates meeting organization and follow up to the McKinney-Vento, 504 Program, and Special Education Programs</li><li>* Prepares for and participates in federal and state audits</li><li>* Coordinates transportation and maintains transportation logs for all students requiring special services</li><li>* Manages requisitions for approval and processing for all state and federal program budgets</li><li>* Prepares monthly Caseload Reports for Special Education, 504, and McKinney-Vento programs</li><li>* Manages, completes and submits monthly and end-of-year federal program reporting</li><li>* Other duties as assigned</li></ul>
<u>Terms of Contract:</u>	
Salary	Depending Upon Experience
Length of contract	260 Days per year
Leaves/Benefits	Depending Upon Experience
<u>Schedule:</u>	Applications accepted through Fast track – Open until Filled

Cashmere School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: **Title IX Coordinator** – Scott Brown, 329 Tigner Rd, Cashmere (509) 782-2914 [sbrown@cashmere.wednet.edu](mailto:sbrown@cashmere.wednet.edu)  
**Civil Rights Compliance Coordinator** – Glenn Johnson, 210 S Division, Cashmere (509) 782-3355 [gjohnson@cashmere.wednet.edu](mailto:gjohnson@cashmere.wednet.edu)  
**Section 504/ADA Coordinator** - Lisa Avila, 101 Pioneer Ave, Cashmere, (509) 782-2710 [lavila@cashmere.wednet.edu](mailto:lavila@cashmere.wednet.edu)

6/29/22