



Dr. Jay D. Badams
Superintendent of Schools

Nancy Sadaly
Assistant Superintendent

Board of School Directors
Robert S. Casillo
President
Edward M. Brzezinski
Vice President
Linda Aleksandrowicz
Robbie Fabrizi
John C. Harkins
Angela McNair
Frank Petrunjar, Jr.
Mary Frances Schenley
Thomas A. Spagel

Robin J. Smith
Secretary

Erie's Public Schools
148 West 21st Street
Erie, PA 16502-2834
P: 814.874.6000
F: 814.874.6049
www.eriesd.org

An Equal Opportunity Employer

POSTING FOR CURRENT EESSP EMPLOYEES ONLY

Positions Available for Transfer (1)

Title: Group I Secretary – Pupil Personnel Services

Location: Administration Building

Term of Employment: 12 months

Salary: SY 2014-2015 Position Rates

Tier One A \$20.57/hr

Tier One B \$20.24/hr

Tier One C \$19.90/hr

(subject to step increments per contract)

Group I (no tier) \$19.90/hr

Group II to Group I:

Year 1 80% of 19.90 \$15.92/hr

Year 2 85% of 19.90 \$16.92/hr

Year 3 90% of 19.90 \$17.91/hr

Year 4 95% of 19.90 \$18.91/hr

Year 5 100% \$19.90/hr

Reporting Relationship: Reports to Director of Pupil Personnel Services

Requirements:

- High School graduate with emphasis on business skills, 3-5 years business office experience preferred.
- Microsoft Word, Microsoft Excel, Microsoft Outlook, FileMaker Pro, IEPWriter, Infinite Campus, Kronos, BusinessPLUS
- Ability to maintain confidentiality of information
- Attention to detail, thoroughness and organization
- Excellent written and oral communication skills
- Develop specific goals and plans to prioritize, organize, and accomplish your work
- Analyze information and evaluate results to choose best solution and solve problems
- Assist schools/departments with issues and problems
- Handle complaints, disputes and conflicts in a professional and timely manner
- Ability to create and maintain effective public relations, including knowledge of appropriate office procedures and telephone etiquette
- Respond to support inquiries from staff and community regarding issues in Pupil Personnel Department in a knowledgeable and pleasant manner

Duties and Responsibilities:

- Process and distribute records for enrolling special education students transferring into the district. This includes all students in the Incarcerated Youth Program, Florence Crittenton Home, and the ERTF and RTF Programs.
- Logging in, tracking & distribution of referrals for psychological consultation and evaluation, as well as 504 Plans, ADHD & Behavioral Screening Requests
- Administration of IEPWriter online system
 - Managing teachers' caseloads, user accounts, unlocking documents, monitoring compliance dates and some tech responsibility of the IEPWriter Program, Super-user
- IEP and Reevaluation compliance monitoring and status reporting to Supervisors/Director, School Psychologists and reminder emails to teachers
- Check in, Organize, Process IEPs and route appropriately
- Assist with 12/1 Child Count Reporting and Year End Exit Reports for PIMS
- Maintain updated Teacher List via the Special Ed Database
- Infinite Campus – Entering Special Education data for PIMS and for district wide sharing from all IEPs and IEP revisions and running ad hocs reports based on this information when necessary
- Entry of all finalized report information into the INFINITE CAMPUS & IEPWriter computer systems
- Re-Evaluation process includes creating folders in Outlook, emailing monthly lists, tracking and finalizing reports and occasionally entering data into reports
- Distribution of information received from outside agencies to school psychologists
- Maintain Special Education Microsoft Access Databases
- Maintain School/Special Education Email Groups
- Payroll duties, includes KRONOS computer data entry system
- Ordering of all office supplies and test materials; includes BusinessPLUS system
- Monthly mailroom distribution of school mail. (duties shared with other secretaries)
- Pupil Personnel mail distribution (duties shared with other secretaries)
- Filing in File Room (duties shared with other secretaries)
- Assist with Administration Building switchboard (duties shared with other secretaries)
- Additional duties as assigned

Evaluation: Conducted annually by Director of Pupil Personnel Services

Testing will be administered to each applicant in the required computer programs including, but not limited to, a word processing test scoring 60 wpm with a maximum of three (3) errors, language usage skills.

Applicants for this position should apply in writing to the Human Resources Department, 148 West 21st Street, Erie PA 16502, no later than 3:30 p.m. **June 27, 2016.** Current bargaining unit personnel should provide Carol Niedzwiecki, EESSP President, with a copy of their letter of interest.

POST: 8:00 AM JUNE 21, 2016

REMOVE: 3:30 PM JUNE 27, 2016

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, SEX, HANDICAP OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIESCHOOL DISTRICT, 148 WEST 21ST STREET, ERIE PA 16502.