

Case Manager Department – Special Education

JOB SUMMARY

Under general supervision, of the Coordinator of Special Education, to perform varied complex secretary duties requiring diligent exercise of judgment and initiative.

EXAMPLES OF DUTIES

Greets and serves a variety of individuals on a daily basis, both professional educators; legal guardians; students and representatives of the general public. Serves as main point of contact for the special education department and is called upon to initiate correspondence from the Coordinator of Special Education. Schedules all departmental meetings, prepares agendas and packets for meetings, initiates follow-up correspondence when necessary. Conducts continuing correspondence independently on procedural or informational matters; prepares and maintains departmental forms, schedules, official permanent records, student and program confidential files and reports according to program requirements; maintains data per school year. Any other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

High school Diploma or equivalent. Experience in an education setting is desired, but not required.

Knowledge of:

- Modern office terminology, procedures/equipment;
- Office practices and procedures;
- Proper English usage, grammar, spelling, vocabulary and punctuation;
- Organization of files and records;
- Office management software programs, e.g. Microsoft Excel, Microsoft Word, Google.

Ability to:

- Work independently;
- Understand and comply with District, County, State and Federal procedures, policies and statutes;
- Maintain high degree of confidentiality;
- Accurately type 60 words per minute and enter data with accuracy;
- Communicate with tact and courtesy;
- Respond to routine inquiries;
- Follow oral and written directions;
- Operate modern office equipment, including computers; scanner

- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work under varying degrees of stress;
- Establish and maintain effective working relationships with a variety of individuals and groups;
- Read and comprehend fine print, such as contracts, spreadsheets and texts;
- Communicate effectively via telephone, computer modem and in person.

Interested applicants please email resume to: oralia.gauna@pegasuscharter.org