

**DISTRICT OFFICE**

138 East Wilson Street, Valders, WI 54245
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www.valders.k12.wi.us

Kristin DeTroye
Superintendent of Schools

Position:	Special Education Administrative Assistant (.50 FTE)
Description:	<p>The position is part time. Hours can be flexible. Some of the duties the secretary is responsible for include:</p> <ul style="list-style-type: none">• Provide confidential secretarial services to the Director of Special Education using discretion with frequent sensitive student issues.• Analyze urgent situations accurately and exercise judgement in taking effective action when dealing with parents, students, and co-workers.• Maintain computerized special education student management system and regular filing system.• Track, organize, and maintain extensive confidential files on all special education students in the district.• Copy, mail, and/or fax special education records to specified parties.• Process reports by strict deadlines.• Keep track of budget expenses.• Work both independently and with direction on projects.• Respond in a timely, professional, and friendly fashion to situations that arise.• Maintain Medicaid billing for school-based services.
Qualifications:	<p>The successful candidate will be a people person with an ability and desire to work with varied tasks; be an excellent communicator, an initiator able to see tasks through to completion; a person with attention to details; and one who has exceptional computer knowledge and skills. Knowledge of special education is desirable but not required.</p>
Salary/Benefits:	<p>Pay for 2025-26 is \$19.00-\$20.00/hour. A benefits package is available.</p>
Closing Date:	<p>Online applications will be accepted or until filled. It is the responsibility of the applicant to submit a complete online application. An online application which has been initiated but not completed will not be considered for the position.</p>
Online Application:	<p>http://wecan.education.wisc.edu - Wisconsin Education Career Access Network (WECAN) – ID #240538. Questions should be directed to the Valders Area School District Office at (920) 775-9500.</p>