



Boys' Latin of Philadelphia

Boys' Latin of Philadelphia, a college preparatory school, is dedicated to serving boys who live in the City of Philadelphia. We are committed to fostering our students' success through college graduation, and that begins with a strong academic foundation. Boys' Latin offers students a rigorous classical education using contemporary pedagogy that prepares them for college matriculation and sets high standards for achievement, character development, and emotional intelligence. We emphasize the value of brotherhood and nurture a community of young men who value academic success, hard work, and the development of their intellectual, moral, social, creative, and athletic potential. Boys' Latin is a school where young men prepare to become leaders through challenging coursework within a supportive environment. Our curriculum blends liberal arts, classical studies, and state-of-the-art technology as we cultivate world citizens for the twenty-first century. We want students to embrace our mantra that *Every Man is the Architect of His Own Fortune*.

Job Title: Special Education Administrative Secretary

Position Overview

Under the supervision of the Director of Specialized Services, this employee will maintain legal special education records such as IEP's, monitor required documentation, and facilitate communication between and among Boys' Latin personnel, contracted services, legal services, and partnering educational facilities. The employee will perform general typing and documentation development duties, filing duties, and other related duties including but not limited to:

- Provide confidential secretarial services to the Director of Specialized Services and other administrators using discretion with frequent sensitive student issues, as well as matters of concern involving department staff members.
- Maintain administrator's calendar and schedule of appointments and IEP meetings.
- Analyze urgent situations accurately and exercise judgment in taking effective action when dealing with parents, students, and co-workers of all levels.
- Maintain awareness of and compliance with federal and state regulations regarding Special Education timelines.
- Submit and maintain accurate information to the all database systems (PowerSchool, Philadelphia Student Information System, COMPASS)
- Track, organize, and maintain extensive confidential files on all special education students.
- Track necessary information for students on 504 plans.
- Develop and maintain close communication and working relationships with special education, administrative staff, and transportation staff from feeder schools.
- Oversee process of receiving special education records of incoming students and assess missing documentation as needed.
- Request special education records from other schools as needed.
- Monitor gathering and disbursement of various student progress reports to parents/guardians.
- Copy, mail, email, upload, and/or fax special education records to requesting parties.
- Perform other related duties as assigned.

Competencies

- Unwavering commitment to the mission of preparing boys for success in college and beyond.
- Modern office methods of filing and clerical procedures
- Professional telephone etiquette
- Computer entry, storage, and retrieval functions
- Record keeping techniques and well-structured organizational systems
- Reading and English communication skills; Correct grammar use, spelling, punctuation, and vocabulary
- Oral and written communication skills
- Basic computer skills with applications such as Google, MS Word, MS Excel, and mailmerging capabilities
- Knowledge of general office procedures and office machines (computer, fax, copier, scanner)
- Strong belief that all types of students can learn and succeed.
- High level of receptivity to feedback to increase effectiveness
- Willingness to be flexible and go above and beyond to meet the needs of Boys' Latin students
- Respect and humility towards all members of the Boys' Latin community
- Ability to cultivate relationships with students built on trust
- Ability to cultivate strong relationships with parents
- Awareness of the ongoing implications of racism and privilege and the collective need to incorporate anti-biased pedagogy

Interested candidates should submit a completed resume, letter of interest, and copy of state certification (if applicable) to:

Ruth Gonzalez, 5501 Cedar Avenue, Philadelphia, PA 19143 or rgonzalez@boyslatin.org.

Equal Opportunity Employer

It is the policy of Boys' Latin Charter School not to discriminate on the basis of race, national origin, color, age, gender, height, weight, disability, religion, marital status, or sexual orientation in any of its employment practices, educational programs, services or activities.