

BERLIN TOWNSHIP SCHOOL DISTRICT

JOB POSTING

POSITION: Child Study Team Secretary (12 Month Position)

LOCATION: Huster Administration Building

APPLICATION DEADLINE: September 19, 2022

AVAILABLE: September 23, 2022

POSTING DATE: September 6, 2022

The Berlin Township School District, located in Camden County, New Jersey, is seeking qualified candidates for a Child Study Team Secretary for the Berlin Township School District. The district is committed to excellence in education through a strong belief that each and every student can learn at high levels.

Successful candidates must possess excellent organizational skills, proficiency in Microsoft Office Suite/Google Applications and the ability to use the web as a research tool. The successful candidate must also possess excellent verbal and written communication skills. Additional preferred experience:

- Experience in a Public School setting
- Familiarity with the NJ Administrative Code for Special Education
- Experience with the Special Education Medicaid Initiative preferred
- Experience with *OnCourse - Student Information System*
- Responsibilities include (but not limited to):
 - Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
 - Organize and maintain an efficient and effective office that handles a variety of tasks for the Child Study Team and the district (i.e., scheduling of meetings, contacting parents, overseeing private transportation, arranging outside evaluations).
 - Secure appropriate student records, maintain confidential student records, and transfer records for students moving to other schools.
 - Assist with maintaining legal timelines for all special education correspondence.
 - Maintain efficient and well organized electronic and paper data collection and filing systems, including confidential student and personnel files.

Position Available: On or about September 23, 2022

For consideration, forward a cover letter, resume, and three (3) letters of reference by September 19, 2022 to:

Kristin Braidwood

Supervisor of Special Services

kbraidwood@btwpschools.org

The Berlin Township Public Schools is an EOE/AA