

NOTICE OF AVAILABLE POSITION

- POSITION TITLE: Secretary/Receptionist (2550 Building)
- REPORTS TO: Administrative Assistant -School
- HOURS: 7:30 AM to 3:30 PM
Monday through Friday
- BEGINNING
SALARY RANGE: \$10.91 - \$13.28 per hour
- POSITION
DESCRIPTION: Primary responsibilities include receptionist duties for 2550 building and cafeteria paperwork for school age program. Responsible for maintenance and quality of EI and school age records
- DUTIES:
1. Completes daily breakfast and lunch reports. Collects monies for deposit. Maintains student ledger sheets and prepares correspondence to parents regarding account balances. Prepares monthly cafeteria reports. Prepares annual Ohio Department of Education food service report/requirements for funding. Prepares free and reduced lunch application packet, processes applications for approval/denial, and follows program guidelines and procedures as mandated by the Ohio Department of Education and USDA.
 2. Answers telephone and directs calls to proper person or takes messages. Answers front door intercom and admits visitors as appropriate. Directs visitors to the correct area of the building. Answers building intercom system and secures help as requested. Responsible for alerting staff when buses are here for arrival and departure
 3. Maintains and monitors current and historical student records. Releases student records according to policy, procedures and the law. Completes change of roster forms when phone numbers, addresses and/or school districts change and distributes to appropriate staff.

DUTIES (continued):

4. Prepares, distributes, tracks and does follow up on annual student forms. Creates and maintains tracking sheet for annual forms.
5. Correspond with LEA, parents and other agencies relevant to student records. Coordinates compilation of data needed by the LEA for the ETR.
6. Mails IEP invitations and reschedules IEP conferences as necessary.
7. Updates Gatekeeper Database to assure data is correct for local, State and Federal programs, student programs and IDS forms. Updates pertinent data in required DODD system.
8. Completes daily absence lists. Calls parents to determine reason for absences. Enters data into monthly attendance spreadsheet. Maintains individual student attendance records and complies documentation for costs reports.
9. Assists nurse with distribution of Medical Alert list. Prepares and reproduces forms, handbooks, correspondence and other materials. Sorts mail.
10. Assists with scheduling of substitute staff under the direction of the Director of Education.
11. Performs other related duties as needed.

QUALIFICATIONS:

1. Requires technical or specialized skills normally associated with a training and/or certification program beyond high school or its equivalent.
2. Competency is usually attained based on limited practice with a narrow set of tasks; some previous exposure to related work leading to a familiarity with routines and procedures customary to the job. Experience of one to three months preferred.
3. Experience with word processing, spreadsheets and computers.
3. Keyboarding requirement of 50 wpm
4. Communication, Organizational, Clerical, Filing skills.
5. Computer skills (i.e. tables, spreadsheets, word processing)
6. Must pass drug screening test and physical requirements.
7. Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.
8. Periodic receipt of acceptable criminal background check from Bureau of Criminal Identification and Investigation (BCI &I) and the Federal Bureau of Investigation (FBI) are required.
9. Must have a valid Ohio driver's license with a record that is acceptable by the agency's insurance carrier. Must also provide proof of liability insurance on personal vehicles.
12. May be requested to lift, carry and move individuals served, including children, adolescents and adults in a safe manner according to in-service training.
13. May be exposed to hazardous conditions such as communicable diseases, physical assault, road conditions caused by inclement weather, etc.

14. Must actively promote, teamwork and good public relations with individuals served, parent organizations, fellow employees, advocates, community organizations, other service providers and industry.
15. Must abide by all policies and procedures of the Allen County Board of Developmental Disabilities.

CONTACT: Chris Calvelage, HR Manager
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801
(419) 221-1385, Extension 1247

DATE POSTED: December 19, 2017

FINAL DATE FOR
ACCEPTING
APPLICATIONS: December 28, 2017 (4:00 PM)

****APPLICATION / TRANSFER PROCEDURE**

Persons presently employed by this agency must submit an *Application for Internal Job Posting*.

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or hr@acbdd.org.

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