

WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS AND HEARING LOSS WASHINGTON SCHOOL FOR THE DEAF CAMPUS



Our Agency

CDHL is an educational community and statewide resource committed to ensuring all deaf and hard of hearing students in Washington reach their full potential.

Our agency offers a variety of services in academic, residential, and outreach programming and support.

Our Staff

Our employees are more than just workers. They are part of a community, network, and family. Each staff member serves as a role model to students.

We're looking for people that can contribute, grow, think, and dream. We thrive in a culture that embraces diversity and rewards imagination.

Our Students

Our diverse student body is made up of many faces, backgrounds, and personalities. Our goal is to help students who are deaf and hard of hearing learn, grow, and succeed.

The use of American Sign Language (ASL) is embraced at WSD.

Position: **Special Education Secretary**
Agency: **Washington State Center for Childhood Deafness and Hearing Loss (CDHL)**
Washington School for the Deaf campus
Location: **Vancouver, WA**
Posted: November 18, 2013
Closes: December 15, 2013

Position Responsibilities:

This position is responsible for supporting the special education team by maintaining special education records for students enrolled at WSD, creating and submitting reports to the Office of the Superintendent of Public Instruction (OSPI) as legally required, reviewing completed Evaluation Reports (ER) and Individualized Education Programs (IEP) for legal compliance, and serving as the IEP logistics coordinator for meetings, special education paperwork, and communicating timelines.

This position reports to the Executive Assistant to the Executive Director and arranges for facilities, equipment, resource materials, and interpreting services for IEP and ER meetings. Duties include maintaining confidential records, supporting the admissions team, taking meeting minutes, and setting up tours.

Duties Include:

- Works closely with the special education team to maintain student files and coordinates IEP meetings.
- Communicates regularly with school staff and parents using American Sign Language and written English.
- Provides clerical support and customer service.
- Maintains student information and reports to OSPI.
- Performs other high-level clerical duties as directed by the Executive Assistant to the Executive Director.



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Our School

The Washington School for the Deaf (WSD) is located near downtown Vancouver, Washington and is just a few miles from Portland, Oregon.

The Portland-Vancouver area offers outdoor enthusiasts and families scenic parks and recreation sites, camping, rivers and lakes, vibrant communities, farmers markets, arts and theatre, shopping, hiking paths, and bike trails.

Benefits include:

- *Medical, dental, and vision*
- *Retirement*
- *Life insurance and disability*
- *Vacation and sick leave*
- *Paid holidays*
- *Deferred Compensation Program*
- *Dependent Care Assistance*
- *Professional development*

*Apply online at
www.careers.wa.gov*

*Human Resources Office
611 Grand Blvd.
Vancouver, WA 98661
human.resources@cdhl.wa.gov
(360) 696-6525 v
(360) 334-5780 vp*

Equal Opportunity Employer

Compensation:

\$2,724 - \$3,549 per month + benefits (year-round)

This is a union-represented permanent position

Desired Qualifications:

- High school degree and two (2) years of broad and increasingly responsible secretarial experience
- Proficiency in American Sign Language (ASL) and in written English and experience using deaf assistive devices (i.e. videophone)
- Demonstrated experience writing professional letters
- Must have good organizational skills, ability to work independently and as a team member, and ability to maintain confidentiality and professionalism
- Attention to detail and ability to meet deadlines
- Ability to work as a team member & maintain positive relations with staff, students, parents, and the public
- Commitment to providing professional, friendly and responsive customer service
- Demonstrated computer skills and experience using Microsoft Office programs (i.e. excel, outlook)

How to Apply:

Apply online at www.careers.wa.gov.

Recruitment closes December 15, 2013.

Special Notes:

The candidate selected for this position will be required to pass a criminal history background check.



CDHL