

**MONROE COUNTY COMMUNITY SCHOOL CORPORATION  
BOARD OF SCHOOL TRUSTEES  
Regular Meeting, July 21, 2009**

FOR ACTION: Create Special Education Office Assistant Position, Set terms and Conditions and Authorize Posting and Filling Position

Recommendation

It is recommended that the Board create the position of Special Education Office Assistant, set terms and conditions of employment as noted below and authorize posting and filling the position.

Special Education Office Assistant

Effective: August 12, 2009

Terms of Employment: 52 weeks, 10 hours per week

Wages: \$ 7.25 per hour

Background Information:

Board Policy 4111- Creating a Position- states that the "School Board recognizes the need to establish positions which, when filled by competent, qualified support staff, will assist the Corporation in achieving the education goals set by the Board." This policy further states "The Board may create a new position or increase the number of support staff in an existing position."

The MCCSC Work Study program supports the transition of students with disabilities from a school-based educational experience to a supported "real-world" work experience. Work study staff seek out opportunities to develop jobs for students with disabilities at businesses and work places throughout the community.

The position of the Special Education Office Assistant is designed to provide paid work opportunities for either a current student in Work Study or a student who has recently left the Work Study program while at the same time accomplishing needed tasks in the administration building.

As you may know, assembling packets of information, collecting and delivering mail, collecting and shredding papers and other such job tasks are a daily occurrence in the administration building. This position, although only a few hours a day, will provide the necessary support to accomplish those tasks and contribute to the smooth running of the administration center.

**Office Assistant**

**QUALIFICATIONS:**

Work Study experience, or currently enrolled in MCCSC Work Study  
Reliable  
Ability to follow directions

**REPORTS TO:** Director of Special Education

**SUPERVISES AND EVALUATES:** none

**POSITION GOAL:**

Provide clerical and custodial support to administrative personnel under the direction of a supervisor.

**PERFORMANCE RESPONSIBILITIES**

1. Assemble packets of informational materials.
2. Collect and deliver mail within the administrative department.
3. Collect and shred papers for disposal.
4. Assemble materials for mailing for departments in the administration center.
5. Other duties as may be assigned by the Superintendent of Schools or the Director of Special Education.