



Ripley-Ohio-Dearborn Special Education Cooperative

Jac-Cen-Del
Rising Sun

Lawrenceburg
South Dearborn

Milan
South Ripley

--NOTICE--

Employment Opening

Position: Office Assistant for Student Records
Date Posted: March 16, 2022
Date Closed: Open until filled
Start Date: As soon as possible

The Ripley-Ohio-Dearborn (ROD) Special Education Cooperative has an opening for a part-time Secretary of Student Records

ROD is an Interlocal special education cooperative that provides special education and related services in six school districts which are comprised of the Community School Districts of Jac-Cen-Del, Milan, South Ripley, Rising Sun-Ohio County, Lawrenceburg, and South Dearborn.

Responsibilities:

- Perform data entry and retrieval duties with multiple electronic databases of student records
- Assist with reception duties such as answering phone calls and greeting guests
- Follow up with parents, teachers, and ROD staff to obtain outstanding student records for data entry
- Send student records upon permitted request
- Performs other duties as assigned by the Director

Job Qualifications:

- High School Diploma
- Experience working with students with disabilities preferred
- Have basic computer skills (e.g., emailing and logging into computer programs)
- Active driver's license; limited travel between Cooperative schools
- Light lifting and ability to sit for extended periods of time

Additional Information:

- Salary Range: Starting at \$15.00 per hour
- Work Day: Flexible: 2 days per week or 15 hours per week. Hours can be divided over multiple days or 2 full days 7:30-3:30.

Application Requirements:

- Complete application available at <http://www.rodspecialeducation.org/pdfs/application.pdf>
- Complete background check

The position is posted on the ROD website www.rodspecialeducation.org.

Direct inquiries can be made to: Dr. Alex Brewer by email at abrewer@rodspecialed.org or by phone at 812-623-2212.

Deadline: Open until filled