



Ripley-Ohio-Dearborn Special Education Cooperative

Jac-Cen-Del
Rising Sun

Lawrenceburg
South Dearborn

Milan
South Ripley

--NOTICE--

Employment Opening

Position: Secretary for Student Records

Date Posted: April 22, 2021

Date Closed: Open until filled

Start Date: July 26, 2021

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
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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
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Additional Information:

- Salary Range: Starting at \$15.00 per hour
 - Work Day: Flexible: three days per week 7:30-3:30 or 22.5 hours per week
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- Mileage for travel is reimbursed at the federal rate.

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@rodspecial.org or by phone at 812-623-2212.

Letters of Interest may be mailed to:

Ripley-Ohio-Dearborn (ROD) Special Education Cooperative
Attention: Dr. Alex Brewer
6098 Squire Place, Suite 100
Aurora, Indiana 47001

Deadline: Open until filled