

School Administrative Unit #101

Wakefield School District

Position: Special Education Administrative Assistant

The Wakefield School District is seeking a self-motivated, organized and detail oriented individual to serve at the Paul School as an Administrative Assistant to Special Education. This is a school year position.

General Description:

Performs administrative task for Director of Student Services

Qualifications:

Candidate will possess strong interpersonal and communication skills.

This position requires a detail oriented, organized individual.

Looking for a candidate that has experience with Microsoft and Google Suite, ALMA, NHDOE and NHSEIS.

Special Education experience with Medicaid, state reporting and purchase order processing in ERP PRO

Must be computer proficient, able to multi-task, work as a team member or independently.

Maintain appropriate level of confidentiality and possess effective written and verbal communication skills.

Responsible for answering phones, performing clerical duties and data entry.

Mail resume and support application form on the SAU101.org website

Wakefield School District

76 Taylor Way

Sanbornville, NH 03872 or email: info@sau101.org