

***CLIFFSIDE PARK PUBLIC SCHOOLS
NOTICE OF VACANCY***

TO: All Staff

POSITION: Bilingual Secretary – CST

SALARY: as per contract

QUALIFICATIONS: See attached Job Description

EMPLOYMENT: 2023-2024 School Year

APPLY TO: Sharlene Pinto
Director of Special Services
Email: spinto@cliffsidepark.edu

APPLICATION DUE: Until position is filled

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Job Description:

- Open events for students in Real Time (annual reviews, reevaluations, amendments)
- Schedule initial, annual review, reevaluations, and progress meetings
- Coordinate meetings with out of district schools, Case Managers, and parents
- Scan, certify and mail files for students moving to another school district
- Print and mail home IEPs
- Print and mail IEPs to out of district schools
- Type POs in system 3000
- Translate confidential meetings Spanish to English/English to Spanish for Case Managers and parents
- Answer phone calls and redirect calls
- Answer Spanish speaking phone calls
- Take care of Spanish speaking inquiries in the CST office
- Prepare graduating student's files (scan files, call parents/students to schedule pick up, mail certified unclaimed files)
- Coordinate Psychiatric and Neurological appointments with doctor's office and parents