

Grand County School District
264 South 400 East Moab UT 84532



JOB ANNOUNCEMENT

April 17, 2018

Grand County School District is accepting applications for a Special Education Secretary Full Time with Benefits

Job Summary: The applicants must be familiar with all word programs.
The applicant must be able to work with students, parents, and staff during times of chaos and high emotion while remaining calm and collected.
The applicant must be able to problem solve.
The applicant must be able to learn software programs such as Aspire.
Assist with monitoring SpEd procedural compliance.
Monitor student eligibility requirements for the purpose of Medicaid billing and accountability.
Prepare and submit billing to Medicaid.
Prepare POs, reimbursement requests and supply orders and monitor budget balances.
Assist with preschool registration procedures.

Salary: According to GCSD Salary Schedules

To Apply: Submit application to:

Grand County School District
264 South 400 East
Moab UT 84532

Applications available on line: www.grandschools.org or at the District Office

Deadline: open until filled

Applicants must pass a background check.

Grand County School District does not discriminate in the provision of services due to gender, race, color or national origin, and works in compliance with the Americans with Disabilities Act.