

**SAN CARLOS SCHOOL DISTRICT  
SPECIAL EDUCATION OFFICE ASSISTANT**

**BASIC FUNCTION:**

The Special Education Office Assistant provides clerical and office support to the Director of Special Education and other Special Education Staff for the success of the special education department.

**ESSENTIAL DUTIES:**

- Provides clerical support for a portion of the day to the Arundel site principal and elementary secretary
- Communicates independently with various agencies, parents, district office and school site staff, county office personnel, and others to provide and receive information, assisting the Director of Special Education with the efficient operation of special services programs
- Maintains effective office/staff/parent relationships
- Manages Special Education Transportation when Special Education Secretary is not able to do so
- Primarily filing duties for Special Education department
- In charge of shredding obsolete Special Education documents as permitted by the Records Retention guidelines
- Primary responsibility of maintaining Special Education files, including creating, cleaning and preparing files
- Gathers and sends Special Education files to corresponding High School due to 8<sup>th</sup> grade transition
- Handles all Special Education department billing
- Handles Special Education mailings to parents
- Responsible for Special Education contracts and MOU's, including SPED Director approval and Board Approval
- Maintains and manages Special Education student assessment testing and protocols
- Calculates yearly mental health costs for district
- Responsible for employee reimbursements and legal settlement reimbursements (back up to SPED secretary)
- Provides clerical support to Extended School Year program when Special Education Secretary is not available.
- Processes referrals and monitors special education requirements including timelines and students entering/exiting programs
- Makes copies of correspondence or other printed matter for IEPs or other legal requirements for county counsel
- Provides clerical support for psychologists and speech/languages pathologists, special education teachers and Occupational Therapists.
- Assists the Director of Special Education in completing office-related tasks; schedules appointments; handles telephone communications as the position requires, referring messages to appropriate personnel; opens, stamps, sorts and distributes mail, supplies and other materials, sets up meetings, trainings
- Submits purchase orders on behalf of the department
- Attends to clerical detail utilizing initiative, problem-solving techniques and good judgment
- Maintains confidentiality regarding all student/department related matters
- Helps director in managing Special Education budget
- Prepares and process record requests from other schools for students records
- Use student information System (PowerSchool) to add, edit and monitor SPED students
- Participate in department and program trainings and meetings (on-site and off-site)
- Strictly adheres to timelines
- Performs other related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Special Education rules and regulations and compliance issues
- Modern office methods, procedures; current technological office systems
- Filing systems, telephone techniques and letter writing
- Good English usage, grammar, spelling and punctuation
- Record keeping; applicable sections of State Education code
- Software programs such as Microsoft Office (Word, Excel, PowerPoint), SEIS, PowerSchool

**ABILITY TO:**

- Demonstrate excellent interpersonal skills using tact, patience, courtesy and attention to detail
- Work independently with some direction but minimal supervision
- Perform responsible clerical and secretarial work with speed and accuracy
- Prepare and maintain accurate and complete records and reports
- Meet deadlines, plan and organize work
- Type at a speed of at least 40 words per minute
- Understand and carry out oral and written directions
- Learn, interpret, and apply rules, regulations, and policies quickly
- Demonstrate excellent analytical and organizational skills
- Prioritize tasks and shift from one project to another on a daily basis
- Work in a fast pace environment with frequent interruptions and high noise levels

**EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

- Two years of experience in clerical or secretarial work of a responsible nature, of which one year would involve frequent contact with the public
- High School Diploma or General Education Diploma equivalent

**PHYSICAL DEMANDS:**

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Able to conduct verbal conversation in English or other designated language.
- Able to hear normal range verbal conversation (approximately 60 decibels.)
- Able to stand and walk.
- Able to squat, twist, stoop, kneel, and bend.
- Able to sit for sustained periods of time.
- Able to climb slopes, stairs, steps, ramps, and ladders.
- Able to lift up to twenty (20) pounds frequently and thirty (30) pounds occasionally.
- Able to push and pull objects weighing up to thirty (30) pounds.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.