

**SAN CARLOS SCHOOL DISTRICT
SPECIAL EDUCATION SECRETARY**

BASIC FUNCTION:

The Special Education Secretary 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:

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 needed
- Processes referrals and monitors special education requirements including timelines and students entering/exiting programs
- Provides clerical support/training for psychologists and speech/languages pathologists, special education teachers and Occupational Therapists.
- Collects special education data and maintains an accurate and up-to-date data base of District-wide information on special education programs
- Assists in the management and maintenance of special education files including designing filing systems
- 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
- Processes Special Education contracts
- Submits purchase orders on behalf of the department
- Makes copies of correspondence or other printed matter for IEPs or other legal requirements
- 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
- Helps Data Systems Manager in collecting and submitting Special Education data for SELPA and State reports
- Handles registration for new Special Education Preschool, Private school students and Extended School Year school.
- Prepares and process record requests from other schools for students records
- Collects and coordinates information for county counsel pertaining to Special Education lawsuits
- Data entry of all Special Education discipline in SEIS and PowerSchool
- Provides primary clerical support for Extended School Year School
- 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)
- Facilitates successful monitoring and completion of compliance checklist of IEP's as meetings occur
- Manages Special Education Database (SEIS)
- Maintains and manages all equipment and technology needs for Special Education department
- Processes Special Education contracts, MOU's, employee and legal settlement reimbursements
- Prepares and submits all district Special Education reporting to SELPA
- Maintains and manages special education student assessment testing and protocols
- Verifies the accuracy of county services provided to district special education students and verifies the accuracy of county billing/costs for such services.
- Sets up accounts for online testing such as "Lexia"
- 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.