



LOWELL JOINT SCHOOL DISTRICT

SECRETARY SPECIAL EDUCATION AND HEALTH SERVICES

Classified Salary Schedule
Range 21

JOB SUMMARY:

Under supervision of the Director of Special Education; performs secretarial and clerical functions related to the Special Education Department, computer-based management of information, and other duties as assigned.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Prepare and assist with reports including but not limited to student performance, staffing, and student attendance/enrollment.
- Assist with professional development/collaboration presentations, special projects and provide clerical support for professional development including registration, event planning and technology set-up.
- Assist with the organization of parent/guardian meetings and presentations.
- Maintain a calendar of all department activities.
- Maintain accurate and complete site-specific case load files.
- Maintain accurate student database (SEIS, CALPADS, AERIES) and reporting.
- Medi-Cal Programs Coordinator.
- Maintain all special education program records in compliance with State, Federal and District guidelines.
- Assist with annual transition Individual Education Plans (IEPs) and the transfer of files from feeder schools.
- Prepare documents such as the Parent Handbook, Staff Handbook etc.
- Assist with the organization of the Extended School Year program.
- Process mileage and incidental expense claims, purchase orders, low incidence requests etc., for all special education staff.
- Provide administrative support to program director including, but not limited to preparation of presentations, confidential files, tracking, calendar management, correspondence and answering all incoming calls.
- Knowledge of special education laws and regulations related to documentation and reporting.
- Maintains the locked confidential student files for LJSD.
- Assists with Department of Education reporting requirements.
- Process all contracts with Non-public schools, Non- public agencies and specialists providing services for Special Education Department.
- Process submitted IEP's and review for accuracy and compliance, including verification of service.
- Report weekly on the completeness and timeliness etc. of IEPs
- Maintain inventory and order all department supplies and equipment.
- Assists with coordination of student transportation needs.
- Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
- Attend district offered trainings.

QUALIFICATION GUIDELINES:

Knowledge of:

- Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines.
- Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations.
- Proficient in use of word processing, spreadsheets, and database management software.
- Knowledge of confidentiality laws.
- Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files.
- Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work.

Ability to:

- Ability to use a computer and other job-related software.
- Ability to read and comprehend simple instructions, correspondence, and memos.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

Education/Training Experience:

- High school diploma or equivalent.
- Previous experience with special education law, procedures and policies and Special Education Information System (preferably SEIS) preferred.
- Secretarial, clerical and computer experience in a school setting is also preferred.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and/or specialized work assignment. The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Mental Demands:

Employees must be able to comprehend and follow written and oral instructions; read and interpret data, information and documents; interpret policies and procedures; work under deadlines with interruptions; and interact cooperatively with District staff, students, and parents.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

WORK PERIOD:

12 months per year, 5 days per week, 8 hours per day.