

JOB DESCRIPTION**Job Title:** *Secretary, Administrator - Special Services (7296)***Job Summary:**

The job of Secretary, Administrator - Special Services is done for the purpose/s of performing a variety of specialized and complex operations that support all aspects of programs within the Special Services division.

Essential Functions:

- ▶ Answers questions about the program from certificated and classified Special Services staff for the purpose of relieving the administrator of the need to address minor program concerns.
- ▶ Composes/creates letters, reports, agendas, forms and other documents for the purpose of administrator support and efficient program operation.
- ▶ Conducts reference checks of potential employees for the purpose of ascertaining the applicant's employability.
- ▶ Conducts/researches a variety of areas/issues associated with best practices methodologies as related to special needs students for the purpose of providing the administrator with information necessary to develop, plan and implement special education programs.
- ▶ Coordinates/facilitates communications between/among the administrator's office and other department administrators, school districts, state and local agencies/companies for the purpose of facilitation of projects and efficient program operation.
- ▶ Creates/develops systems/procedures for the purpose of assuring the proper collection, organization and dissemination of information to staff/agencies/parents/care givers.
- ▶ Interviews/greets callers and visitors for the purpose of providing information and/or to refer to appropriate divisions on routine matters.
- ▶ Maintains the schedule of appointments and meetings for the administrator for the purpose of ensuring that all appointments and meetings with the staff and public are kept.
- ▶ Makes arrangements for meetings, conferences, workshops and business trips for the purpose of coordinating the administrator's schedule.
- ▶ Prepares/monitors working budget amounts, purchase orders, contracts, MOUs, reports and program expenditures for the purpose of insuring that expenditures are coded accurately, are within budget limits and meet audit requirements.
- ▶ Processes/verifies time sheets, employee activity logs and reassignment forms for staff working in/for the Special Services division for the purpose of processing payroll, meeting grant requirements, and verifying expenditures.
- ▶ Disseminates and collects California Alternate Performance Assessment (CAPA) materials for the Special Services Division for the purpose of meeting state mandates.
- ▶ Drafts agendas, collects and packages meeting and in-service materials, and takes minutes of a variety of meetings, some of a sensitive/confidential nature for the purpose of maintaining a record of the same.
- ▶ Assists in coordinating county-wide staff development programs for all levels of staff.
- ▶ Assists in the coordination of training sessions for the purpose of ensuring that advertisements are placed, reservations are made, necessary materials are printed, and evaluation information is collected.
- ▶ Assists in making information available to educational and non-educational agencies for the purpose of making them aware of staff development opportunities.
- ▶ Maintains a database of training curricula/files and registration data and/or student/employee information for the purpose of having pertinent information available upon request.
- ▶ Maintains monthly attendance reports, staff calendars for the purpose of monitoring and tracking absences and coordinating schedules.
- ▶ Looks up student records in Special Education Information System (SEIS) and/or Pupil Records Online Management Information System (PROMIS) student information systems for the purpose of providing information to the appropriate parties.
- ▶ Completes other duties as assigned for the purpose of providing support to the division programs.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - use a 10-key calculator, computer and software including Microsoft Excel, Word, Outlook and PowerPoint;
 - use computers to maintain and manage data, store and retrieve documents, type reports and presentation materials, and other basic word processing applications;
 - type MOUs, agreements, and contracts for dissemination to districts, vendors, and agencies for Special Services, SELPA and related services;
 - adapt to computer hardware/software changes;
 - type at a net speed of 50 words per minute from clear copy.
- ▶ **Knowledge of:**
 - Tulare County Office of Education and Special Services policies and procedures;
 - modern office methods, practices and procedures;
 - SACS code numbers;
 - general understanding of SEIS;
 - basic research methods;
 - computers, electronic mail systems, networks;
 - oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary;
 - effective task and time management;
- ▶ **Ability to:**
 - communicate effectively, both in written and oral form;
 - work cooperatively and effectively with individuals, groups, and a variety of departments, vendors, and agencies;
 - perform responsible secretarial duties, including taking and transcribing minutes of meetings with speed and accuracy;
 - use computers to create, store, retrieve, and calendar information;
 - understand, interpret and apply federal, state, local, and county office policies, procedures, laws and regulations;
 - work independently to meet schedules and time lines;
 - conduct research as needed to support the administrator and departmental needs;
 - demonstrate effective interpersonal and communication skills, both verbal and written, with co-workers and program/district staff to maintain and establish cooperative working relationships.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations.

Experience Required:

- ▶ Job-related experience with increasing levels of responsibility is desired.

Education Required:

- ▶ Targeted job-related education that meets organization's prerequisite requirements.
- ▶ High school diploma or the equivalent.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Typing certificate verifying 50 net words per minute from clear copy.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

December 2008

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.