

Job Summary:

The job of Secretary to the Assistant Superintendent is done for the purpose of designing, planning, and implementing the necessary office procedures to support the work of the division under the general supervision of the Assistant Superintendent. These tasks include establishing guidelines for documentation of staff activities that meet audit guidelines; record keeping for areas of litigation; initiating, composing and typing correspondence; creating current updates to the division web page; researching case law to assist in areas of interest for the division; establishing division calendar for support staff; and overseeing management calendars to plan and organize activities of the Division.

Essential Job Functions:

- ▶ Prepares correspondence, bulletins, handbooks, manuals, meeting notices, policy requirements, reports, statistical information, records, departmental forms and other data for the purpose of informing staff, Tulare County districts, the general public, state and local governmental agencies.
- ▶ Researches changes in legal statutes, especially in the area of special education and alternative education programs for the purpose of making corresponding changes in documents, the Special Education Local Plan, policy development, and special education procedures and alternative education practices.
- ▶ Serves as primary resource in answering incoming calls for the purpose of directing parties to the appropriate division personnel.
- ▶ Represents the Assistant Superintendent, Special Services, for the purpose of providing information to school districts, TCOE staff, and other agencies.
- ▶ Coordinates the preparation and maintenance of all official records of the Superintendents' Governance Committee to ensure compliance with the Ralph M. Brown Act and other state and federal regulations.
- ▶ Responds to inquiries related to the Superintendents' Governance Committee from district superintendents, the public, and other agencies for the purpose of providing information regarding agendas, meetings and actions taken by the committee.
- ▶ Takes minutes for the purpose of maintaining official records and providing factual information.
- ▶ Prepares SELPA Annual Budget and Service Plan for presentation to the Superintendents' Governance Committee, the County Board of Education, and the State Compliance Board.
- ▶ Coordinates, prepares, and ensures the timely submission to the county board and the California Department of Education of the School Accountability Report Cards (SARC) for Special Education, as well as Court and Community Schools for the purpose of complying with state requirements.
- ▶ Designs regular communication to facilitate information flow among the following: Directors of Special Education (DOSE), Superintendents' Governance Committee (SGC), County Board of Education, Program Specialists, Psychologists, and Program Managers for the Severely Handicapped Program.
- ▶ Queries and reviews documentation including budget and general ledger reports, special education staff payroll and labor distribution reports, and staff directories for compliance purposes and to assist SELPA Administrator with SELPA monitoring and audit requirements.
- ▶ Designs spreadsheets and databases for tracking and processing the payment of expenditures for supplementary services for hearing impaired students in districts, and for district and county special education legal fees for the purpose of ensuring adherence to state and local SELPA policies.
- ▶ Designs the Special Services Division Directory along with the procedures used to regularly update the directory for the purpose of providing an annual up-to-date Division Directory.
- ▶ Creates the format and monitors the development and updates of desk manuals made by clerical staff within the Special Services Division including Court and Community Schools for the purpose of providing an accurate and up-to-date accounting of the tasks and procedures to be performed by clerical staff in order to ensure consistency among the programs;
- ▶ Designs and formats meeting agendas with private school representatives to ensure compliance including determining the student count and calculation of the proportionate share of federal funding to be set aside by the county office and districts for providing services to parentally-placed private school students.
- ▶ Independently composes correspondence for the purpose of assisting the Assistant Superintendent with division operations;
- ▶ Processes mail (reviews/routes/takes action) for the purpose of providing staff with correspondence so that they may respond appropriately and is ultimately responsible for directing inquiries to the appropriate section within the division or to school districts;
- ▶ Maintains records, policies, calendars, schedules and other documents for the purpose of ensuring that time lines and deadlines are met, and that records are available for easy reference.
- ▶ Reviews monthly absence reports, purchase orders, requests for warrants, mileage claims, and agenda items for the Superintendents' Governance Committee for the purpose of ensuring accuracy, cost effectiveness and efficiency of operation and adherence to division procedures.
- ▶ Assists the Assistant Superintendent with the screening of candidates for open positions within the division and participates in the interviewing of clerical personnel for the purpose of expediting the process and providing input;
- ▶ Arranges conferences, workshops, meetings and business trips for the purpose of assisting the Assistant Superintendent and division staff.
- ▶ Assigns tasks to clerical staff within the division and assists with problem solving for the purpose of completing work.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - write well and communicate, orally, with staff, school districts, agencies and the public;
 - use computers to prepare complex documents and spreadsheets, retrieve financial information, use electronic calendars, store and retrieve documents and other basic word processing applications including Word and Excel;
 - transcribe (either by machine transcription, shorthand, computer or by composing a letter from draft form);
- ▶ **Knowledge of:**
 - state/federal financial reports;
 - Special Education Information System (SEIS) and Pupil Records Online Management Information System (PROMIS);
 - micro computers and electronic mail systems, networks and modems;
 - Tulare County Office of Education policies and procedures;
 - modern office methods, practices and procedures;
 - correct English word usage, spelling, grammar and punctuation;
- ▶ **Ability to:**
 - manage records;
 - understand, interpret and apply federal, state, local county office, SELPA, and Special Education policies, procedures, laws and regulations;
 - perform secretarial work involving independent judgment and requiring speed and accuracy;
 - type at a speed of 60 net wpm from clear copy;
 - maintain professional work ethics and standards;
 - perform routine repetitive tasks to completion;
 - assist other employees to meet deadlines.
 - travel, locally, to districts and out of county to special education related meetings and conferences.
 - Attend in-service training, meetings, classes, and conferences.

Experience Required:

- ▶ Experience sufficient to have acquired advanced knowledge of modern and efficient office methods, practices and procedures.
- ▶ At least six (6) years of increasingly responsible administrative secretarial experience.

Education Required:

- ▶ High school diploma or the equivalent.
- ▶ Formal education equivalent to the completion of two years of college.
- ▶ Bachelor's Degree from accredited college or university is preferred.
- ▶ Completion of business and computer course work is required.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI fingerprint response.
- ▶ Typing certificate verifying 60 net wpm.

FLSA Status: Non-Exempt

August 2012

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.