Secretary to Assistant Superintendent Special Services

**Job Summary:**
The job of the 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 maintaining current information on tasks 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, bulletin, newsletters, manuals, meeting notices, policy requirements, reports, statistical information, forms, 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 making corresponding changes in documents, the Special Education Local Plan, policy development, and special education procedures and alternative education procedures.
- 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, TCDE 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.
- Maintains records, policies, calendars, schedules and other documents for the purpose of ensuring that time lines and deadlines are maintained.

**FLSA Status:**
Non-Exempt August 2012

**License, Certifications, Bonding, and/or Testing Required:**
- Valid California driver's license and proof of automobile insurance.
- Typing certificate verifying 60 net wpm from clear copy.

**Experience Required:**
Experience sufficient to have acquired advanced knowledge of modern and efficient office methods, practices and procedures.

**Education Required:**
High school diploma or the equivalent.

**Knowledge and/or Ability Required:**
- **Skills to:**
  - write well and communicate, orally, with staff, school districts, agencies and the public; handle 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.
  - correct English word usage, spelling, grammar and punctuation;
  - attend in-service training, meetings, classes, and conferences.
  - manage records;
  - understand, interpret and apply 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.

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