



Fremont Union High School District

Position: Secretary, Special Education

Department/Site:	School Site	Range:	110
Reports to/ Evaluated by:	Assistant Principal	Work Year:	225
		Months:	11

Summary of Basic Functions & Responsibilities

Under the supervision of an Assistant Principal, performs recurring, yet technically oriented clerical and customer service duties within a special education department, program, or equivalent function, at a school site. Duties will vary depending on the assignment and will focus on providing clerical support to a high volume of transactions and/or visitors such as at a school campus, providing support that integrates related, yet unique sub-functions and teams. Performs complex secretarial and support duties, including but not limited to reception, transcription of documents, support to projects and programs, maintenance of document filing and retrieval systems, private student records, and basic record keeping. Provides support and communicates information to students, staff, the public, and other agencies. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Plans, schedules, and performs a variety of secretarial and clerical work in support of an organization unit that integrates academic, student activity, or other assigned cluster/work teams.
- Performs support duties that involves applying a working understanding of the functions and procedures of the school site, with a basic understanding of functions and procedures of a special education department and other organization units.
- Develops a fundamental understanding of Individual Educational Program (IEP's) plans and special education files housed at the school site and district office.
- May serve as receptionist, assisting visitors, staff or students in person or over the telephone, provides standard information related to area of assignment as well as analyzing information and making appropriate referrals.
- Provides customer service assistance to staff, parents, and/or students, including those with special needs. May introduce students and other members of the community to additional services and support.
- Provides support to the Lead Resource Specialist, department and itinerant staff by maintaining files, schedules, and timelines (particularly to IEP submission and CAHSEE waiver and exemption paperwork, assessment plans).
- Coordinates and schedules meetings as directed (IEPs, articulation with feeder middle schools, parent conferences, etc.). Prepares schedules and informs participants, confirming dates and times. Supports summer school registration process and coordinates start of school year activities and duties with the Lead Resource Specialist (completion of student schedules).
- Organizes work by setting up business and academic calendars and cycles, then establishing and sequencing deadlines and/or time lines for projects, activities, and required submissions and reports.
- Prepares, assembles, maintains and updates calendars, schedules, lists, manuals, directories, and handbooks for distribution and use by others.

- Coordinates and supports testing (CAHSEE, annual state testing), projects and events, integrating them with ongoing work routines. Prepares informational packets for others to use in presentations and meetings.
- Responds to inquiries and conveys information about programs and services provided through special education at the school site and district level. Interprets and conveys policies and procedures, referring difficult or sensitive matters to Lead Resource Specialist and/or the appropriate administrator. Responds to requests for information of a specialized or confidential nature requiring the use of discretion and judgment in explaining regulations and procedures.
- Provides information to visitors and/or other interested parties, and provides routine external liaison in one or more of a range of contexts. Provides information and assistance to school personnel or the public in a variety of matters requiring a detailed knowledge of rules, procedures, policies, precedents discipline and activities.
- Composes and processes letters, memoranda, reports, work orders, requisitions (for items such as supplies) or other materials from straight copy, rough drafts, or verbal instructions. Prepares and types letters, memoranda, forms, reports, bulletins, handbooks, questionnaires, requisitions, spreadsheets and documents with minimum direction. Reviews forms and materials for completeness, accuracy and conformance with established requirements.
- Processes documents requiring knowledge of the special terminology, policies and procedures of department or area of specialization. Contacts County and State offices and other school districts to provide and request a variety of information, records, and reports. Organizes and maintains student confidential files.
- Establishes and maintains filing systems on a variety of subject matters. May compile alphanumeric data or other data and maintains various department information onto established data entry formats. Searches out information in departmental records and files.
- May maintain financial records for a small or limited scope fund or program with activities that include processing of expenditures, purchase orders, equipment maintenance agreements, placing requisitions via appropriate data entry program, documentation of inventory, and donation requests.
- Collects and provides information between school or department and the District office and staff to support the Individual Education Program documentation, transportation (bus, taxi, bus passes, etc.), purchasing, accounts payable, timesheets, human resources transactions, miscellaneous forms, etc.
- Informs all parties (general and special education teachers, administrators, and district office staff) of changes in student special education status, accommodations and modifications, etc.
- Maintains records and files of documents processed for ready access and compiles various reports according to well-defined operating procedures. Maintains records of items requiring control, e.g., keys, equipment, assistive technology. May order, store and issue office supplies.
- May be required to shop for items on purchase order that are necessary for program operation and student support.
- Ensures the timely distribution and receipt of a variety of records and reports including those necessary to meet state timelines (30 day placement, annual and triennial IEPs; updating Student Data Transmittal forms, etc.). Requests or provides information as necessary to assure completeness and accuracy.
- Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates information into system according to standard formats: student information system, web-based Individual Education Program, ACCESS database, and state reporting systems. May extract data from existing databases and convert to other formats.
- Maintains confidentiality of private student information processed or received during the course of performing assigned duties.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires in-depth knowledge of office practices, procedures and equipment, including filing systems, customer service and telephone techniques, and letter and report writing.
- Requires basic knowledge of laws, regulations, policies and procedures governing school operations and special education.
- Requires a working knowledge of procedures associated with processing financial transactions such as purchase orders and budget line item changes.
- Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and database software used in education.
- Must be skilled in using and troubleshooting various standard office machines.
- Requires sufficient arithmetic skills to compute sums and statistics. Requires well-developed skill using the English language, grammar, and spelling, punctuation, proofreading/editing, to prepare professional correspondence.
- Requires sufficient human relations skills to present a positive image of the school site and district, maintain harmony among peers, convey technical information to others, and use patience in dealing with a diverse population.
- Requires the ability to perform all of the duties of the position efficiently and in an open environment with interruptions and distractions.
- Must be able to perform clerical and secretarial work with speed and accuracy.
- Must be able to learn, interpret, explain and apply knowledge of district and department organization, operations, programs, functions and special department terminology when performing assignments.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to work cooperatively with staff, current and prospective students, external organizations, and the public using patience and courtesy.
- Requires the ability to maintain confidentiality of private and sensitive information.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- Requires a High School diploma or its equivalent supplemented by training in typing and office procedures, and three years of clerical experience including responsibilities for accurate record keeping. College-level course work may substitute for some experience.

Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a District Office environment subject to constant interruptions.