

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Assistant to the Director of Special Education

DEPARTMENT: Special Education

POSITION SUMMARY: Under the general supervision of the Director of Special Education, the Assistant to the Director of Special Education performs complex work in the keeping of budgetary, financial and statistical records, and performs general clerical functions to support the Special Education Department. This is a twelve month position.

ESSENTIAL FUNCTIONS:

1. Assists the Director of Special Education in managing Special Education budgets, including purchase requisitions, timesheets, conference/travel requests, and contracts for the Department.
2. Coordinates with Department personnel and outside agencies during Home Hospital placements and records maintenance.
3. Assists the Director of Special Education with budget development.
4. Assists Special Education staff with purchase requisitions, stock orders, and budget procedures.
5. Assists the Director of Special Education in managing Home Hospital assignments.
6. Compiles and submits mandated District, County, State, and Federal reports.
7. Updates and maintains electronic records using District and Department software
8. Responds to inquiries via telephone, in person, mail, e-mail and electronic communication devices.
9. Performs a wide variety of clerical and budgetary duties for the Director of Special Education and Department staff.
10. Maintains regular and prompt attendance in the workplace.
11. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE: Ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required, and two years of experience in budget management desired, preferably in a school setting.

SKILLS AND QUALIFICATIONS:

1. Knowledge of District budgetary policies, methods and practices for financial record keeping.
2. Knowledge of District programs, policies and procedures relating to the Special Education office and County, State and Federal regulations pertaining to Special Education.

3. Knowledge of the elements of correct English usage, grammar, spelling, punctuation, and vocabulary.
4. Ability to apply intermediate math skills.
5. Knowledge of District and Department computer software and programs for budgeting and record keeping.
6. Ability to operate standard office equipment.
7. Knowledge of office methods and procedures, including budget processes, filing, and effective customer service.
8. Ability to maintain cooperative working relationships with those contacted in the course or work.
9. Ability to perform responsible clerical work requiring speed and accuracy with minimal supervision.

PHYSICAL REQUIREMENTS: Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without visual aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear at normal levels and on the telephone, with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 25 pounds at waist height for short distances.

WORK ENVIRONMENT: Employees in this position will be required to work indoors in a standard office environment and come in contact with District staff, students, parents, and the public.

SALARY: Classified Range 35

Revised: TUSD 1/9/07

Revised: TUSD 6/10/14