

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Secretary to the Director of Special Education

DEPARTMENT/DIVISION: Special Education

POSITION SUMMARY: The Secretary to the Director of Special Education or his/her designee provides secretarial services of a confidential nature which require the exercise of judgment and discretion for the Special Services staff and relieves the Director of Special Education of administrative and clerical duties, and performs related work as required. Incumbents must acquire a working knowledge of the operations, procedures and rules of Special Education and other special services; and must be able to apply this knowledge in the performance of their assigned tasks and to relate this information to the public, staff members and students. "Special Services" refers to services provided by the Director of Student Services; Director of Special Education; School Psychologists; Language, Speech and Hearing Specialists; and Special Education teachers.

ESSENTIAL FUNCTIONS:

1. Performs a variety of secretarial and clerical duties for the Director of Special Education; the Program Specialist; the Behavior Specialists; Language, Speech and Hearing Specialists; Psychologists; and Special Education teachers.
2. Interviews office visitors and telephone callers.
3. Answers questions concerning Special Services activities, policies, or programs.
4. Refers persons to another source of information when necessary.
5. Prepares and sends via email or U.S. mail letters, bulletins, memoranda and reports.
6. Maintains database of all Special Education and 504 files.
7. Sets up various agendas, distributes them and notifies parents as required.
8. Makes arrangements for meetings and conferences.
9. Maintains Special Education class lists, correspondence and confidential files and records.
10. Checks reports, records and other data for accuracy, completeness and compliance to establish standards. Maintains database of such reports.
11. Compiles and prepares District, County, State and Federal reports.
12. Works with various computer programs and operates office machines.
13. May supervise and train other clerical staff in the Special Education department.
14. Orders office supplies, handles mail, keeps travel expenditures, budget and inventory records.
15. Reconcile absences for the Special Education office staff.
16. Assists the Director with the maintenance and management of the computer based IEP files, 504 files and non-public school students.
17. Process and distribute referrals for various programs.
18. Assists the Director in working with the transportation department in arranging transportation services. May supervise students that return to the district office until parents arrive.
19. Maintains prompt and regular attendance in the workplace.
20. 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 for the position described. High school diploma or equivalent required. Two years of increasingly responsible secretarial experience requiring frequent contact with the public. Must pass required District testing. Must possess a valid California driver's license and be insurable.

SKILLS AND QUALIFICATIONS:

1. Knowledge of School District programs and procedures relating to the Special Services office.
2. Knowledge of County, State and Federal regulations pertaining to Special Education.
3. Knowledge of office methods and practices, including filing systems, telephone etiquette, business forms, letter and report writing and office equipment.
4. Knowledge of standard English usage, grammar and punctuation.
5. Ability to perform responsible clerical work requiring independent judgment with speed and accuracy.
6. Ability to interpret and apply appropriate District, County, State and Federal policies and regulations.
7. Ability to compose correspondence on own initiative.
8. Ability to perform mathematical calculations with speed and accuracy and keep account records.
9. Ability to type at a speed of not less than 50 words per minute from clear copy.
10. Ability to operate standard office equipment.
11. Ability to establish and maintain cooperative relationships with students, parents, administrative officials, Special Services staff and others contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

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

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school district staff and the public.

SALARY: Classified Range 40

Adopted: H.S.Bd 11/27/84 Elem.Bd 12/11/84

Revised: TUSD 6/13/17