

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Special Education Accounts Secretary

DEPARTMENT: Special Education District Office

POSITION SUMMARY: Under the general direction of the Director of Special Education, performs complex work in the keeping of financial or statistical records and general clerical functions.

ESSENTIAL FUNCTIONS:

1. Manages GATE & Special Education department budgets, prepares purchase requisitions, timesheets, conference/travel requests, and budget transfers for regular and extended year.
2. Analyzes accounts and compares to Financial Reports.
3. Assists Director of Special Education with budget development.
4. Assists teachers with purchase requisitions/budget problems.
5. Assists in management of Home Hospital assignments.
6. Compiles and submits District, County, State, and Federal reports.
7. Updates and maintains CASEMIS database program.
8. Answers and routes incoming telephone calls and assists walk in visitors.
9. Answers questions regarding Special Education and GATE activities, policies & programs.
10. Performs a wide variety of clerical duties for the Director of Special Education, Program Specialists, School Psychologists, Special Education teachers, Language, Speech and Hearing Specialists, and GATE teachers.
11. Helps supervise clerical work of assistants.
12. Performs related duties as assigned.

EDUCATION AND EXPERIENCE: Ability to provide and carry out oral and written directions in English, to read and speak at a level sufficient to fulfill the duties described. Two years of experience in budget management desired.

SKILLS AND QUALIFICATIONS:

1. Methods and practices of financial record keeping.
2. Knowledge of School District programs and procedures relating to the Special Education office; County, State and Federal regulations pertaining to Special Education and GATE.
3. Knowledge of English usage, grammar, spelling, punctuation, vocabulary, and arithmetic.
4. Knowledge of basic computer skills and programs.
5. Ability to operate standard office equipment.
6. Ability to maintain cooperative working relationships with those contacted in the course or work.
7. Ability to perform responsible clerical work requiring independent judgement with speed and accuracy.

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.
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.
5. Hear at normal levels and on the telephone, with or without hearing aids.
6. Stand, walk, bend over, reach overhead, grasp, push, and move, lift and/or carry up to 25 pounds to 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 students, school site staff, District Office staff and the public.

SALARY: Classified Range 34
Revised TUSD 1/9/07