

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **SPECIAL EDUCATION SECRETARY/ADMINISTRATIVE ASSISTANT**  
Department: Administrative Office  
Reports to: Director of Special Education

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#### **SUMMARY:**

Under direction of the Director of Special Education, is responsible for confidential information and records. Serves as information liaison between supervisor, district staff, and the general public.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Composes and types correspondence, memos, and reports
- \* Greets and interviews visitors; takes and screens calls and schedules appointments for the Director of Special Education
- \* Operates office equipment, including adding machines, duplicating equipment as well as postage machine and personal computers
- \* Maintains expenditure accounts for Special Education
- \* Orders and distributes materials, supplies and equipment; prepares purchase orders and maintains records of purchase orders, invoices, expenses; and inventories
- \* Monitor current budgets and prepare budget transfers
- \* Attends and prepares minutes for Medi-Cal Collaborative meetings and processes Medi-Cal paperwork
- \* Maintains records for referrals, testing and Individual Education Program meetings as well as confidential files
- \* Arrange group meetings, coordinate schedules with outside agencies and district personnel; assists with district Special Education arrangements
- \* Converses with and furnishes information to outside agencies, principals, and other personnel throughout the district at all levels and with the public in general
- \* Prepares Individual Service Agreements (ISAs) for non-public schools and non-public agencies
- \* Provides support for compliance reviews
- \* Prepares and submits monthly Medi-Cal reports as required
- \* Performs other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### **EDUCATION and/or EXPERIENCE:**

High School diploma or general education degree (GED) and one to three years related experience and/or training.

#### **OTHER SKILLS and ABILITIES:**

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures. English usage, spelling, grammar and punctuation. Ability to operate common office machines including data processing equipment such as computer terminals, printers and word processors. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Compose routine correspondence independently; perform responsible clerical work with accuracy and speed. Make arithmetical calculations quickly

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and accurately. Type at a speed of at least 60 words per minute from clear copy; transcribe from tape accurately; process documents using word processing equipment and software. Meet the public tactfully and courteously and answer questions correctly. Compile and maintain accurate records and files. Understand and carry out oral and written directions. Establish and maintain cooperative relationships with those contacted in the course of work.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed written oral, and technical instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand and walk. Occasionally the employee will input for long periods of time. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.