



## Classification Specification

### SPECIAL EDUCATION OFFICE MANAGER

<b>Department:</b>	Special Education
<b>Reports To:</b>	Director of Special Education
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2020

#### **General Description:**

Perform a variety of clerical and secretarial duties involved in the implementation and maintenance of special education programs and related services; input data and generate a variety of mandated and requested reports related to special education programs and assigned activities; prepare and maintain manual and automated records; serve as the lead person for communications services within the department or to school sites.

#### **Essential Duties and Responsibilities:**

- Perform a variety of clerical and secretarial duties related to assigned special education programs and activities.
- Implement and maintain various aspects of the special education program and related services and activities at designated school sites; assist sites with promoting program services and meeting program and student needs.
- Respond to inquiries and provide information concerning program services, requirements, policies, and procedures.
- Receive, compile and verify a variety of information; prepare and maintain records and reports related to the special education program and assigned activities according to established procedures and timelines; establish and maintain filing systems; prepare and distribute a variety of correspondence.
- Maintain and update information on special education databases; input data and generate queries and spreadsheets; assure accuracy of input and output data.
- Prepare and maintain purchase requisitions as assigned; assist with tracking budget expenditures for the special education program.
- Greet and assist visitors, schedule appointments and maintain calendars as directed; process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

- Initiate and receive phone calls to exchange information, coordinate activities, request documents and resolve issues or concerns; take messages, or redirect inquires to the appropriate office; provide information about the special education department, and district policies and procedures to staff, parents, and community members.
- Assure timely communications between assigned department, employees, parents, outside agencies and the community.
- Assist administrators in assuring special education programs comply with State guidelines and regulations.
- Operate a variety of office equipment including a computer and assigned software.
- Attend a variety of assigned workshops and meetings.
- Respond to changing program needs; maintain current knowledge of program and organizational laws, rules, regulations, and policies.
- Perform other duties as required, related to the primary job duties of the assigned position.

**Required Qualifications:**

**Knowledge of:**

- Modern office methods, practices, and procedures.
- District and site procedures and policies.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience, and courtesy.
- Record-keeping and report preparation techniques.
- Methods of collecting and organizing data and information.
- Methods and techniques of data entry.
- Basic math.

**Ability to:**

- Perform clerical and secretarial duties related to assigned activities.
- Implement and maintain assigned program and related services and activities at designated school sites.
- Learn, interpret, apply, and explain laws, regulations, policies, and procedures.
- Learn terminology related to special education and student support services.
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Compile and verify data.
- Make arithmetical calculations with speed and accuracy.
- Work independently with little direction.
- Understand and follow oral and written instructions.
- Operate a computer and assigned software.
- Maintain records and prepare reports.
- Maintain confidentiality of sensitive or privileged information.
- Type or input data accurately at an acceptable rate of speed.

**Education:** High school graduation or equivalent GED, supplemented by secretarial and clerical training.

**Experience:** Two (2) years of experience involving general clerical and/or secretarial functions.

**Licenses, Certifications, and other requirements:**

- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- N/A

**Working Conditions:**

**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.

- Indoor/office work environment.
- Fast-paced work environment with changing priorities.
- Moderate noise levels.
- Significant levels of personal interaction with others.

**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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Regularly required to work at a desk or table.
- Perform repetitive motion related to keyboard entry or typing.
- See for the purpose of reading or observing people.
- Hear and understand speech at a normal level.
- Communicate so that others can clearly understand normal conversation; reach in all directions, operate office equipment.
- The employee may occasionally be required to carry objects up to 25 lbs. in weight; lift objects up to 25 lbs. in weight; bend, twist, stoop or kneel.
- The employee may occasionally be required to stand and/or walk around for extended.

**Hazards:**

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.