

Laguna Beach Unified School District
Job Description: Administrative Assistant, Special Education

DEFINITION

Under general supervision of the Director, Special Education, serves as administrative support for the department, and performs a variety of managerial, technical and clerical duties including those responsibilities of a confidential nature dealing with students and their parents and participating in the various operational aspects of the department. Duties performed are designed to relieve administrator of office and routine responsibilities by planning, organizing, and supervising a variety of office and technical details.

ESSENTIAL DUTIES:

- Performs diverse and complex technical and clerical responsibilities within areas and limits of authority as delegated by the administrator.
- Handles emergencies concerning employees and/or students, making decisions independently or recommending action as appropriate.
- Performs a wide variety of complex clerical work, including typing/word processing, proofreading, filing, recording information, and processing and distribution of all correspondence, much of which is of a confidential nature.
- Maintains a high degree of confidentiality regarding all aspects of the Special Education Office operation.
- Schedules, organizes and expedites the workflow of the administrator's office, and offers guidance and direction to other school personnel as needed.
- Serves as a major program information resource person, acting as liaison between schools, departments, district office, and other locations. Dispenses pertinent information and direction to students, parents, staff, and visitors.
- Establishes, maintains, and insures proper use of confidential files, which may include student, personnel, and payroll records.
- Composes independently or in accordance with general instruction, correspondence on a wide range of subjects requiring knowledge of procedures and policies of the school, district, or assigned area.
- Attends Special Education PLC meetings as requested by administrator
- Screens correspondence and telephone calls for administrator and staff. Maintains multiple calendars. Organizes appointments and staff meetings, and makes arrangements for school visitations and facility use.
- Monitors and assists with coordination of Intensive Individual Services program.
- Processes Regional Center referrals.
- Processes Preschool assessment referrals
- Exercises diplomacy in answering questions and resolves situations involving students, parents, public, location staff and district personnel through knowledge of school policies and general district rules and regulations.
- Maintains and retrieves financial records, such as department budget, grant budgets, and other accounts.
- Creates, reviews, validates and submits a variety of required State and Federal reports.
- Inputs student data and generates reports utilizing a variety of web-based computer systems.
- Manages District's Special Education Information System.
- Compiles, develops, and designs reports, handbooks, newsletters and special projects from a variety of sources.
- Requisitions, orders, and maintains an adequate inventory of supplies, instructional materials and technology equipment and applications.
- Plan follow-up activities to ensure timelines are met.
- Prepares input data for a computerized record management, storage, and retrieval system, and utilizes the output reports in the office operational functions.
- Assists with coordination of State testing for students with special needs.

- Assists with coordination of Extended School Year, including organization of class lists, transportation, parent and staff inquiries, and supplies.
- Monitors and assists with coordination of a variety of grant requirements.
- Assists with planning and organization of professional development for department staff.
- Assists with the preparation, distribution and input of data for department surveys.
- Maintains Individual Family Service Plan student list and monitor timelines.
- Maintains various Out-of-District student lists and monitor timelines.
- Prepares purchase orders for materials & supplies, contracts and reimbursements via the Business Plus financial system.
- Creates, calculates and writes contracts for special education.
- Prepares Board items.
- Coordinates Special Education transportation.

OTHER REPRESENTATIVE DUTIES:

- Maintain office equipment in proper working condition and arrange for repairs or supplies as needed.
- Receive mail and identify and refer matters in order of priority.
- Participate in training as determined necessary by supervisor.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Organization, programs, operations, procedures, specific rules and precedents of assigned office.
- Correct English usage, grammar, spelling, punctuation, vocabulary, and fundamental mathematical calculation.
- Current office methods, procedures, and equipment, including automated data management, storage, retrieval systems, receptionist and telephone techniques, and correspondence and report writing, and proof reading.
- Letter and report preparation techniques.
- District policies, rules, and regulations applicable to the department.
- Numerical, alphabetical, and subject matter filing systems.
- Communication techniques, strategies, and procedures.
- First aid, CPR, and emergency preparedness.
- Web-based computer applications for input of student data and generating reports.

Ability to:

- Perform a variety of difficult and complex clerical work involving use of independent judgment, accuracy, speed, and confidentiality.
- Analyze difficult and sensitive situations and adopt an appropriate course of action.
- Knowledge of legal mandates, policies, regulations, and operational procedures.
- Assemble and compile data and information, and utilize information to prepare reports.
- Relate well to a variety of individuals, including students, parents, staff, and the community.
- Proficiently operate and maintain office equipment.
- Learn, interpret, and apply complex policies, administrative regulations, and operational procedures.
- Perform secretarial work without continuous supervision and coordinate the work of others.
- Maintain a professional demeanor at all times.
- Understand and carry out oral and written instructions.
- Maintain cooperative-working relationships with those contacted in the course of work, maintaining confidentiality of specified information.
- Set up and maintain complex filing systems.
- Make arithmetical calculations with speed and accuracy.

- Meet schedules and timelines.

MINIMUM QUALIFICATIONS:

Experience:

Three years of increasingly responsible clerical experience demonstrating exemplary independent judgment. Experience in a public school system is preferred.

Education:

Any combination equivalent to: Bachelor's degree and additional training and experience in office organization, computer applications, and advanced clerical skills. A maximum of two years additional appropriate related experience or completion of related education program may be substituted for the education requirement on a year-for-year basis.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office work environment.
- Constant interruptions.

Physical Requirements:

- Ability to stand or sit for extended periods of time.
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials.
- Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.
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- Ability to climb stairs.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.

- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, function and limitations of assigned duties.