

## **Birmingham Community Charter High School Special Education Office Information Assistant**

Title: Special Education Office Information Assistant  
FLSA Status: Non-Exempt  
Reports to: Site Administrator and Special Education Director  
Supervises: N/A

### **DEFINITION:**

Under the direction of the Special Education Director or designee, provides specialized support to the Special Education department by performing a variety of moderately to highly complex clerical duties (e.g. SESAC, 311 reports, IEP processing steps) requiring a working knowledge of specialized subject matter and accurate application of independent judgment. Coordinates completion of a variety of general office clerical activities and provides support to the Special Education office.

### **ESSENTIAL FUNCTIONS:**

- Perform a variety of diversified clerical duties in support of the Special Education Office
- Works with the Special Education Office Staff to make sure paperwork and reports are completed on time
- Assists in the collection of data required for the preparation of reports to the charter entity and other appropriate bodies
- Assist Special Education Administrator in locking IEPs on Welligent to indicate that the recorded IEP is accurate and cannot be changed without a new, formal IEP
- May process and facilitate IEP translation requests
- Attend IEP meetings as assigned
- Assist Special Education staff in setting up Welligent accounts through EZ Access
- Maintain, develop and analyze 311 reports for Administrator for submission to the District
- Answers phones and professionally greets callers, takes and distributes phone messages timely and accurately
- Ensure accuracy of the Special Education Student Assignment Coordination (SESAC) report recording in LAUSD's Welligent system the presence, arrival and departure of all BCCHS students receiving special education services
- Coordinates mailings, copying-- IEPs, and progress reports
- Works with Office Technician to coordinate daily IEP meetings (Subs, remind staff, remind parents)
- Assist with post and pre-meeting signatures
- Create forms as needed
- Create notices, Section O, and correspondence as needed
- Assist with DVR, ESY and School Site Review
- Set up IEP folders (green sheet, excusal form, schedule and transcripts)
- Aeries input and queries
- Keep notebooks for Fee for Service (SESAC, 311 and MCD)
- Ensures set up and completion of tracking and progress reports
- In absence of the office manager may be assigned to assist with paraprofessional duties
- Perform related duties and responsibilities as assigned

### **KNOWLEDGE OF:**

- Modern office practices, procedures and equipment
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Basic arithmetic
- Operation of computer and various office machines

- Microsoft Office, Word and Outlook
- Web browsing techniques
- Telephone techniques and etiquette
- Record keeping and report preparation
- Interpersonal skills using tact, patience and courtesy

**ABILITY TO:**

- Multi-task
- Ability to perform clerical tasks such as filing, typing, copying and maintaining routine records
- Relate well to adults and children by working effectively with employees, students, and the public
- Understand, interpret, and apply pertinent rules, guidelines policies and procedures
- Organize files and keep accurate records
- Use assigned computer to input, edit, extract, and format data and information
- Type rapidly and accurately using a computer keyboard
- Produce, retrieve, and store word documents, email documents and spreadsheets
- Communicate effectively orally and in writing
- Answer telephones and greet the public courteously
- Complete work with many interruptions
- Receive, sort and distribute mail

**EDUCATION:**

Graduation from high school or evidence of equivalent educational proficiency and any combination of experience and training that would likely provide the required knowledge and abilities.

An Associate or Bachelor's degree from a recognized college or university preferred. Courses in Microsoft Office, office practices and procedures, business arithmetic, and business English preferred.

**EXPERIENCE:**

Minimum of three years of previous clerical office experience demonstrating experience with maintaining a database including data entry, extraction, exporting and reporting of database records and information. Previous office and Welligent experience preferred.

**ADDITIONAL QUALIFICATIONS:**

- Must be knowledgeable of, or able and willing to learn, Welligent as the mandatory special education software program, as well as Aeries, the student information system

**PHYSICAL DEMANDS:**

- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl
- Perform light physical exertion
- Lift and carry up to 35 pounds occasionally
- Reach in all directions
- Use hands and finger with sufficient dexterity to input data, prepare, handle and file documents
- Stand, sit and walk for extended periods of time
- Work at a desk, conference table or in meetings of various configurations
- Read, interpret, and apply rules, regulations, policies and procedures

**WORK ENVIRONMENT:**

The work environment is representative of those an employee encounters while performing the essential functions of this job. The setting is a school office. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Noise level in the work environment is usually moderate with occasional, brief elevated noise of passing period bells, fire alarm tests, school-wide public address announcement, and noise of students passing in hallways between classes.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

**Right to Revise:**

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date