

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Director of Special Education, performs a wide variety of informational and clerical assistance duties involving frequent and responsible contact with site administration, students, staff, parents and special education service providers. The primary responsibility is to assist and facilitate the scheduling of IEPs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- a. Schedule IEP meetings in collaboration with site administration, students, staff, parents and special education service providers and creates and sends calendar invites.
- b. Provides a variety of information and clerical assistance involving frequent and responsible contact with site administration, students, staff, parents and special education service providers.
- c. Answers phones, takes messages, and provides translation services to site administration, students, staff, parents and special education service providers.
- d. Assists with student and parent contacts for participation, confirmation, and changes for IEP meetings.
- e. Assists special education staff with obtaining follow-up signatures for IEPs.
- f. Creates, maintains, copies and distributes a variety of documents, including correspondence, forms and lists.
- g. Generates and distributes passes for student assessments when needed.
- h. Assists with mailing and distribution of correspondence when needed.
- i. Operates a variety of office machines.
- j. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office practices, procedures and equipment.
- Record keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Verbal and written communications skills in both English and Spanish.
- Special Education procedures.
- School organization, operations and policies.

Ability to:

- Work with multiple schedules and calendars.
- Meet and work tactfully with site administration, students, staff, parents and special education service providers.
- Follow special education and school policies and procedures.
- Understand and follow verbal and written directions.
- Work cooperatively with others.

- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Complete work with many interruptions.
- Perform clerical work related to assigned area with speed and accuracy.
- Communicate effectively with site administration, students, staff, parents and special education service providers.
- Operate various office equipment.
- Learn to interpret and explain rules, regulations, policies and procedures.

WORK YEAR: Classified Employee (11 Months-8 Hours) Work Year
WORK DAY: Monday to Friday, 7:30 AM to 4:30 PM
EDUCATION: High School diploma and/or GED (required)
EXPERIENCE: Two years of general clerical experience in a high school setting involving frequent contact with the public. (required)
LICENSES AND OTHER REQUIREMENTS: Must pass district clerical test
 Bilingual in Spanish (required)
 Possession of valid California driver's license
SALARY: Classified Employee (11 Months-8 Hours) Salary Schedule Range 11
BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance
PHYSICAL CHARACTERISTICS: Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.
WORKING CONDITIONS: Office and school environment. May be subject to constant interruptions. Subject to occasional noise from computer operation, and visual exposure to computer screens.