

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Director of Special Education, performs a wide variety of data entry and state reporting in the monitoring of the Special Education IEP process, with frequent contact with the district special education department, site administration, on-site personnel, and outside agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- a. Responsible for Data Monitoring of the Special Education Department and CALPADS Administrator duties by documenting to ensure data entry anomalies are cleaned up and program settings are adjusted as necessary.
- b. . Responsible for the reconciliation of site, district, and state compliance mandated reporting.
- c. . Analyze and update CALPADS, Synergy, and SIRAS data systems.
- d. Monitor IEP timelines; review and process IEP documents to submit for state reporting.
- e. . Maintain physical Special Education files and computer records on students according to District policies and state, federal and local regulations.
- f. Process record requests from staff and outside agencies.
- g. Arrange interpreters to accommodate IEP meetings; process translation requests of IEP documents.
- h. . Report monthly pupil count to Director of Special Education; develop projected count for end of year reporting.
- i. Follow federal, state and local laws and mandates pertaining to special education matters.
- j. Facilitates the issuance and access to computer software programs related to the IEP or Special education process.
- k. 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.
- Special Education laws; school organization, operations and policies.

Ability to:

- 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 assignments with many interruptions.
- Type at 40 words net per minute from clear copy.
- Perform clerical work related to assigned area with speed and accuracy.
- Communicate effectively with staff, students and the general public.
- Operate various office equipment, including computer terminal, duplicating machine.
- Learn to interpret and explain rules, regulations, policies and procedures.
- Maintain a variety of files.

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: Possession of valid California driver's license

SALARY: Classified Employee (11 Months-8 Hours) Salary Schedule Range 15

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.