Encinitas
UNION SCHOOL DISTRICT

Job Description

STUDENT SERVICES PROGRAM ASSISTANT

JOB SUMMARY

Under the direction of the Executive Director of Student Services coordinate, organize, and perform highly specialized secretarial and clerical work; serve as a liaison between students, staff, parents, North Coastal Consortium for Special Education (NCCSE), and the community; provide information regarding District policies and procedures; evaluates, monitors, and manages data base systems from multiple resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to inquiries from staff, parents, and the community regarding the special education programs.
- Receives and coordinates requests for referrals for testing/evaluations, therapy, and related services for students for psychological, Occupational Therapy (OT), Physical Therapy (PT), Adaptive Physical Education (APE), and Speech/Language (SLP)services.
- Maintains records and produces reports for district departments, Special Education Local Plan Area (SELPA), and county agencies pertaining to ethnicity, disabilities, accommodations, and alternative testing including Individual Education Programs (IEP's), 504's, and California Longitudinal Pupil Achievement Data System (CALPADS) to comply with state requirement.
- Ensure integrity of special education data in CALPADS and special education database, i.e., SEIS (Special Education Information System).
- Maintains and reports various descriptions of disabling conditions and reports to various agencies.
- Updates special education class lists and caseloads including maintaining annual and re-evaluation assessment due dates.
- Gathers and distributes requested records within legal timelines for parents/guardians, advocates, attorneys, and other agencies regarding individual students with IEPs, 504s, current enrollment or historical enrollments.
- Coordinates applications and arranges for transportation of students to comply with their IEP's.
- Coordinates applications and arranges for transportation of students experiencing homelessness.
- Ensures transportation charges and payments are correct.
- Coordinates the exchange of students who have moved between school sites and/or district.

- Audits records for special education services and makes appropriate changes to student records.
- Manages and coordinates with staff and outside agencies on special education services and assessments that are billable for Medi-Cal reimbursements as well as RMTS (Random Moment Time Survey) participation and documentation.
- Screens incoming correspondence.
- Assists with appropriate background material and/or information for correspondence.
- Supports with technical and specialized correspondence and memos requiring a thorough knowledge of the procedures and policies of the district.
- Supports Extended School Year Program (ESY).
- Ensures deadlines are met.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- District, State and Federal policies and rules and regulations, and selected sections of the Education Code
- Data base systems such as CALPADS and SEIS
- Modern office methods, procedures, and equipment including computers, filing systems, receptionist and telephone techniques and etiquette, letter/ memo writing, and proofreading
- Financial reports and budgeting
- Google Drive, Sheets, Docs, and Forms
- Correct English usage, spelling, grammar, punctuation, and arithmetic

Ability to:

- Perform complex tasks related to the position
- Solve practical problems and deal with a variety of concrete variables
- Devise or adopt office procedures to changing organizational needs
- Learn and effectively use various database systems specific to district needs
- Understand and carry out oral and written directions
- Interpret a variety of instructions in written, oral, diagram, or schedule form
- Exercise good judgment and maintain high levels of confidentiality
- Work independently, make common sense decisions in routine and critical situations; work efficiently under pressure with interruptions
- Establish and maintain cooperative working relationships
- Operate and use computers and related peripheral equipment
- Demonstrate interpersonal skills using tact, patience, and courtesy
- Maintain regular and consistent attendance

Education, Licenses, and Other Requirements:

- Equivalent to completion of twelfth grade

Experience:

- Three years of increasingly responsible and varied clerical experience, including at least one year of secretarial experience.

WORKING CONDITIONS

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 of this position.

- Moderate noise level
- Daily contact with district and/or school staff, parents, and the community

Physical Abilities:

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 individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting for extended periods of time
- Standing for extended periods of time
- Bending at the waist, kneeling, or crouching
- Occasionally lift and/or move up to 25 pounds

OTHER

- Possession of a valid California’s driver’s license and employee provided transportation required.

CLEARANCES

- California Department of Justice (DOJ) fingerprint clearance
- Pre-employment physical examination and drug screen clearance
- Current negative tuberculosis (TB) clearance

Range: 14.0
Board Approved: March 12, 2024