TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Secretary-Special Education **CLASSIFICATION: Classified**
DEPARTMENT: Special Education **Range: 17**

DEFINITION

Under supervision of Special Education Administration, coordinates the daily operations and activities of the assignment; performs a variety of administrative, secretarial, fiscal, and office support duties of considerable complexity requiring thorough knowledge of the District or assigned school, its procedures, and operational details along with knowledge of special education and its process; prepares regular and specialized reports, records, and files; interacts with and coordinates communication among students, staff, faculty, administrators, and parents on a wide variety of issues; District program manager for the SEIS database (Special Education Information System) which manages all special education student's Individual Education Programs (IEP's) in our district; Responsible for generating error reports, troubleshooting and clearing of special education data errors between SEIS and CALPADS, attends monthly SEIS meetings at SCOE (Solano County Office of Education), oversees the special education studentmaster files and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned managerial staff. Exercises no supervision.

CLASS CHARACTERISTICS

This classification is responsible for performing a variety of complex and technical administrative, secretarial, and office support duties, including coordinating daily office operations and activities, overseeing and coordinating maintenance of student records, researching, compiling, and organizing information from various sources, assisting in monitoring budget, and/or assisting in projects and programs. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This classification is distinct from school site secretarial classifications in that employees at this level oversee operations at all school sites.

ESSENTIAL FUNCTIONS

- Manages special education student information database (SEIS) for the special education department, maintains, updates, edits students digital IEP records, works closely with special education teachers/staff in keeping student IEP's up-to-date and accurate, sets up SEIS accounts, passwords, and permissions for special education teachers/staff and other district/school admin; answers questions and helps troubleshoot any SEIS related issues. Daily monitoring of SEIS. Maintains our NPS students in Aeries.
- Responsible for special education student data reporting between SEIS and CALPADS. Reviews CALPADS transactions, generates CALPADS reports (four types of reports), troubleshoots between SEIS and CALPADS to find a resolution for the errors and clears them. Continual correcting of errors and resubmittal of the four types of CALPADS reports until they come back error free.
- Coordinates and organizes the activities of the assignment; answers, screens, and routes telephone calls; takes and distributes messages; greets and directs visitors to the appropriate office or staff member; continuously interacts with students, parents, faculty, and administrators to answer questions, resolve problems, and provide information; responds to questions and complaints and refers questions and complaints to appropriate staff.
- Serves as administrative support for assigned staff; providing information on District and school policies and procedures; serves as liaison between assigned staff and students, parents, outside agencies, and the community on a wide variety of school issues.
- Composes, types, edits, and proofreads a variety of documents, including, but not limited to letters, forms, memos, bulletins, newsletters, administrative, statistical, financial, and staff reports, and correspondence.

- Ensures accurate and timely dissemination of communications such as newsletters, announcements, memos, bulletins, letters and other correspondence, requests, emails, and website updates. Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District and/or school policies and procedures in determining completeness of forms, records, and files.
- Tracks and maintains special education budget using ESCAPE and performs various financial record keeping, reconciliation, and accounting support activities, including monitoring expenditures, reconciling student fund accounts, processing accounts payable and receivable, and processing budget transfers and change orders.
- Coordinates and participates in the preparation and maintenance of records, including financial, administrative, regulatory, academic, testing, attendance, discipline, community service, and health records; ensures accuracy and proper maintenance of records and files manually and in computerized information systems; reviews a variety of records, reports, and other documents for completeness and accuracy and resolves discrepancies as required.
- Oversees student record requests for special education records, check that records are sent to requesting school, district, or agency in a timely and efficient manner; and follow up that record requests of students coming into our district are completed.
- Purchases necessary protocols and supplies for special education departments at all schools. Prepares and submits purchase requisitions; obtains vendor quotes; receives, inventories, and distributes supplies, equipment, forms, and materials; reviews and codes invoices for payment.
- Monitors proper working order of office equipment; prepares and follows up on work orders for equipment and facilities; submits work order requests for site building and information technology maintenance issues.
- Schedules meetings, conferences, workshops/trainings and arranges for necessary set-up using the OMS and FMX systems and follows up to confirm setup and that materials necessary are readily available.
- With information provided by Special Education Administration, draft up consultant agreements for submission to business department for approval and to go on board agenda. Responsible for getting signature for special education contracts from vendors/consultants andsubmitting for the board agenda.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- District office administrative practices, procedures, and terminology.
- Terminology and practices of basic financial, accounting, and budget document processing and record keeping, including accounts receivable and accounts payable.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Database management
- Modern office administrative and secretarial practices and procedures, including the use ofstandard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Business mathematics and basic statistical techniques.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the parents, students, and District staff.

Ability to:

- Perform responsible administrative, secretarial, and financial and accounting supportwork with accuracy, speed, and general supervision.
- Provide varied and responsible secretarial and office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of the school and District as necessary to assume assigned responsibilities.
- Interpret, apply, and explain administrative and school policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Participate in the preparation of assigned budget, including monitoring budget expenditures and revenues.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective andtimely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive, effective, and respectful working relationships withthose contacted in the course of work.

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

Board Approved: 7/1/2021