



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: SPECIAL EDUCATION ASSISTANT

REPORTS TO: Director of Special Education

SITE: District Office

CLASSIFICATION: Classified Bargaining Unit

WORK YEAR: 12 Month

SALARY: Range 142 – Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: November 12, 2020

JOB SUMMARY:

Under general supervision to perform secretarial and administrative support services for the Director of Special Education; and to perform other related duties as assigned.

CLASS CHARACTERISTICS:

Positions in this classification are distinguished from other secretarial and office support classifications by the greater variety, breadth and scope of duties assigned and the degree of latitude required in making routine administrative decisions. Positions are also distinguished by the greater proportion of time spent performing secretarial support duties, and higher level of responsibility for public contact and problem solving.

ESSENTIAL FUNCTIONS:

1. Responsible for maintaining the monthly attendance records and sign-in sheets for director, program specialists, psychologists, speech therapists, workability staff, home/hospital teachers; for distributing monthly warrants; for providing orientation and check-out clearance of home/hospital teachers throughout the school year as they are hired; for distribution of the special education mailings to families; for payments of stipends; for operating the base station for communications to administration and to emergency and/or police contracts; and for the distribution of mail.
2. Serve as a liaison to teachers, school staff, students, parents and general public regarding general and specific information on the policies, procedures and activities of the Special Education.
3. May serve as secretary to committees preparing agenda and minutes; record minutes for Department Head meetings.
4. Maintain and organize all confidential students IEP folders.
5. Maintain and organize all forms for Special Education summer school; organize all transportation needs for all new and incoming students; and send out necessary paperwork for signatures to staff and parents.
6. Assist the summer school secretary; responsible for distributing and receiving all summer school information; and assist with Director on summer school classes, organize staff interviews and follow with notification of assignments to students and teachers.
7. Assist in coordinating work of Director, program Specialists, Workability staff.
8. Screen visitors and telephone calls; provide information to staff and the public on department policies and procedures.
9. Coordinate main office staff, sign-in payroll and staff attendance procedures, mailboxes and general main office activity.
10. Prepare letters, memoranda, reports, flyers and newsletters using Microsoft Office software and Google Docs.
11. Prepare department agenda items for submission to the Board of Trustees.
12. Review correspondence directed to the department director and draft routine correspondence and prepare inter-office memoranda.
13. Maintain appointment schedules and calendars; arrange meetings; notify participants; prepare meeting agendas; and take meeting minutes.
14. Maintain a variety of administrative and confidential files and records; and ensure all required official legal documents are received and completed properly.

15. Check, reports, records, forms and other document for accuracy completeness, and conformance with school district standards.
16. Request student records from other districts for all new students and send out files for students who have moved to other districts.
17. Coordinate all home teaching assignments with counselors, parents, and teachers; maintain home teaching hours; and provide reports to Fiscal Services.
18. Create Personnel Action Form (PAF) and Position Information Tracking System (PITS) for all Special Education classified and certificated employees.
19. Coordinate all student incoming and new transportation needs with the Transportation Department; and prepare check request for bus pass orders.
20. Communicate with schools and Attendance and Welfare Department to provide school placement information.
21. Assist with IEP set up for Director of Special Education and other staff regarding expulsions, placements, student progress, and communication with special education teachers.
22. Coordinate student meetings and confidential information needed with County Mental Health.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

EDUCATION/TRAINING EXPERIENCE:

- High school diploma or equivalent supplemented by business school secretarial coursework in office systems and administration.
- Two (2) years of executive assistant experience.

KNOWLEDGE OF:

- Secretarial and clerical practices and procedures.
- Proper office methods and practices, including correspondence, telephone and secretarial techniques, and operation of common office equipment and computer hardware and software.
- Business letter writing and the standard format for reports and correspondence.
- Record keeping and filing principles and practices.
- Word processing, spreadsheet and data base software.
- Correct English usage, spelling, grammar, vocabulary and punctuation.
- Business mathematics and basic statistical techniques.

ABILITY TO:

- Interpret and apply relevant laws, rules, policies and other guidelines associated with assigned functional area.
- Understand and communicate the role, services and functions of the school program.
- Plan, organize, and carry out work assignments independently.
- Analyze data and make decisions on procedural matters without immediate supervision.
- Communicate effectively both orally and in writing.
- File alphabetically, numerically and chronologically.
- Compile and tabulate data, and prepare reports and other materials.
- Deal effectively with a variety of personalities in situations requiring diplomacy, poise and firmness.
- Make arithmetical calculations using a calculator.
- Operate standard business machines including a computer and business software.
- Accurately type/keyboard at a speed of 50 WPM.
- Multi-task in a busy environment.
- Establish and maintain effective relationships with those contacted in the course of work.
- Remain calm in stressful situations.

- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

OTHER REQUIREMENTS:

- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting clearance.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.