BUENA PARK SCHOOL DISTRICT

SPECIAL EDUCATION SECRETARIAL SPECIALIST

DEFINITION:

Under direction of the Director of Special Education, to perform complex and specialized secretarial, clerical, and technical elements related to the specific department, to serve as an assistant to the director for administrative and clerical detail and program oversight duties; to organize, coordinate, and lead the staff activities of the director's office; train and consult with special education staff; coordinate staff development; maintain, reconcile, and verify various data, forms, records, and reports; and to do other related work as required.

EXAMPLE OF DUTIES:

Serves as an assistant, with specialist skills in general and specific requirements of special education and as department management assistant dealing with a variety of sensitive, privileged, and legal matters; independently prepares and coordinates preparation of information and data requested from other departments, the Director of Special Education, and governmental agencies; attends and facilitates meetings in addition to providing summary minutes; takes, transcribes and composes correspondence, memoranda, reports and other communicative forms which include technical terminology and require a familiarity with legal mandates, policies, regulations and operational procedures affecting department functional responsibilities; interprets and provides guidance and training related to policies, regulations, and operational procedures to classified and certificated staff; acts as an office management assistant which includes responding to routine inquires and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other details; maintain and ensure implementation of federal and state regulation and District policies and procedures governing special education; develop policies and procedure and coordinate implementation; coordinate school site visits for parents; coordinate with SELPA, County, State, and private agencies to facilitate pupil placement and services; provide training to management and support staff as appropriate; provide training to new special education staff; may assist in the coordination of LEA's Medi-Cal billing; perform compliance reviews for IEPs and State verification reviews; provides recommendations to management in special education related areas as appropriate; provides technical assistance, supports, and troubleshoots County and State reporting system(s) related/required of special education; verify and process a variety of student and teacher data and information; resolve data issues and concerns in an accurate and timely manner; identify, analyze and resolve problems with data elements related to CALPADS/SEIS/SIS and other software applications; and communicate with District personnel, SELPA, County, and other agencies to exchange information and resolve issues or concerns.

QUALIFICATIONS:

Knowledge of:

Methods, techniques, and strategies pertaining to office organization and coordination; modern technology and software employed by the District to fulfill appropriate position related duties; verbal and written response techniques; letter, memorandum, and report writing and text proofreading; effective interpersonal skills; California Longitudinal Pupil Achievement Data System (CALPADS), Student Information System (SIS), Special Education Information System (SEIS); State, Federal, County, and District laws, policies, and procedures related to the function of the department; collecting and reporting student data for mandated reporting systems; record-keeping and filing techniques; and English usage, spelling, grammar and punctuation.

Ability to:

Perform the essential functions of the job with or without reasonable accommodation; perform complex secretarial and clerical activities; comprehend, explain, and train others on legal mandates, policies, regulations and operational procedures; learn, interpret, apply, and advise on complex policies, legal regulations, and operational procedures; communicate effectively in oral and written form; facilitate and/or lead meetings and

trainings with all staff; compile, verify, analyze, and correct official report data and information; establish and maintain cooperation and working relationships with District employees and public and community agencies; plan, implement, and facilitate inservice training to meet the needs of District and staff; determine when to exercise independent decisions and when to defer~~red~~ to the director; analyze documentation for compliance; and make arithmetical calculations with speed and accuracy.

EXPERIENCE:
Three years of responsible secretarial/clerical experience, and a combination of experiences working with special education issues, SIS, SEIS, or CALPADS that would be the equivalent to 3 years.

Desirable:
One year of significant responsibility or leadership capacity in any of the above-mentioned experiences. A basic understanding of the Individual Educational Plan (IEP) process, that would include requirements, timelines, and District operational procedures.

EDUCATION:
Equivalent to the completion of the grade twelve, supplemented by training, course work, and or first-hand experience in business office management and organization, mandated accountability systems such as SIS/Aeries, CALPADS, and SEIS.

12 month
Range 57