



JOB DESCRIPTION

Administrative Assistant II - Special Education



Reports to:	Department Director	Employee Group/ Salary Range:	Classified Range O
Dept:	Special Education	FLSA:	Non-exempt
Annual Workdays:	261	Formal Review Date: Board Approval Date:	1/22/24

PRIMARY FUNCTIONS

Under general supervision, performs advanced administrative support to the Director of Special Education; acts as a liaison with other District departments and schools; creates and maintains department/school-specific tracking systems, reports, records and files required for work processes; and performs related duties as assigned. Processes initial enrollment for initial preschool.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides clerical and administrative support to a department supervisor; composes and prepares memoranda, correspondence, reports, presentations, spreadsheets, forms and other documents, often of a highly sensitive nature; ensures materials, contracts, reports and documents routed for signature are accurate and complete.
- Represents the department or administrator over the phone, in person and online; provides information and assistance regarding various District or school programs, schedules, procedures and requirements and handles issues that may require sensitivity and use of tact.
- Acts as liaison in coordinating the calendar and matters between the manager's office and other departments, schools, students and parents, community members and external entities; maintains a variety of calendars. Coordinates and supports special events as needed.
- Enters data and maintains student records in all necessary databases; generates reports for management, program tracking or submission for grant or funding compliance.
- Prepares and distributes meeting agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes; prepares and distributes follow-up documentation; may provide administrative support for a committee.
- Enters data and maintains student records and other databases; generates reports for management, program tracking or submission for grant or funding compliance.
- Creates and maintains tracking systems, spreadsheets and small databases; independently performs research on specific student/department issues and programs; inputs program data and generates performance reports for District, program and grant compliance.

- Organizes, maintains and updates confidential, specialized and technical files, documents and records including department personnel records; creates and maintains electronic and physical filing systems.
- Coordinates personnel processes including creating Personnel Action Forms, assists with coordinating the hiring process and tracking time off; oversees accuracy of timecards and payroll processes; may coordinate outreach to and placement of substitute teachers or staff.
- Receives and posts cash and credit card payments; balances payments and counts and verifies monies received; prepares and submits bank deposits.
- Orders supplies and materials within established processes and guidelines; prepares purchase orders and routes for approval; submits to Fiscal Service and ensures invoices are paid accurately and in a timely manner in accordance with an approved purchase order; reconciles received orders to invoices; may perform specialized billing and reimbursements including medical billing.
- Coordinates registration, travel arrangements and reimbursements for staff; coordinates transportation services for students, communicating with school sites and parents as needed.
- Coordinates facility usage; submits work orders for site maintenance; maintains inventory of equipment and furniture.
- Gather background materials and documents needed by manager to draft recommendations and reports; research best practices, prior actions, student data and financial information and forwards to manager for review.
- Maintains transportation to include vehicle keys, vehicle log, copy of drivers' license and insurance coverage and verifies individuals using district vehicles.
- Assist with SELPA reporting, CDE monitoring and manages initial referrals, processes changes to caseloads, eligibility, transfers, and assists with CALPADS reporting.
- Assists with the coordination of correspondence, staffing and enrollment in the Extended Year Program.
- Processes initial enrollment for initial preschool, including assessment, and facilitates enrollment of eligible students into programs.

OTHER DUTIES

- Provides department reception duties and backup for other administrative support staff.
- Administers basic first aid to students.
- May maintain and update web pages, social media and online calendars.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or a GED program and at least two years of progressively responsible administrative support experience.

Licenses, Certificates and Other Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments; or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office practices, procedures and equipment including advanced knowledge of computers and applicable software programs.
- Practices and techniques of sound business communication and report writing; correct English usage, including spelling, grammar and punctuation.
- District payroll and general accounting systems operations, practices and procedures applicable to recording accounts payable, accounts receivable, and related financial transactions.
- Customer service practices and telephone etiquette.
- Financial records management, recordkeeping and filing.
- District policies, procedures and rules regarding cash handling, purchasing, budgeting and expense reporting.
- Basic research methods and statistical analysis techniques.
- Safety policies and safe work practices applicable to the assignment.

Skills and Abilities to:

- Communicate information accurately and effectively; comprehend requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
- Compose clear, concise and comprehensive correspondence, reports, presentations and other written materials from brief instructions.
- Track and report statistical information utilizing complex spreadsheets and databases.
- Perform mathematical calculations; assist in monitoring departmental budgets.
- Set priorities and exercise sound judgment within areas of responsibility.
- Maintain confidentiality of District files and records.
- Understand and follow written and oral instructions.
- Operate a computer and use standard and specialized business software; type accurately at a speed necessary to meet the requirements of the position.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed