

Birmingham Community Charter High School Special Education Office Assistant

Title: Special Education Office Assistant
FLSA Status: Non-Exempt
Reports to: Site Administrator
Supervises: N/A

DEFINITION:

Under the direction of the Site Administrator and Special Education Director or designee, coordinates completion of a variety of general and specialized office clerical activities and provides support to the Special Education office.

ESSENTIAL FUNCTIONS:

- Communicate information in English and Spanish as needed to parents and students regarding grades, attendance, homework, other documents, and/or IEP meetings and records
 - This includes spending a significant portion of time translating IEP meetings; such meeting may sometimes run 2-3 hours in length.
- Meet deadlines and legal timelines as required by law and BCCHS policy.
- Utilizes LAUSD special education software Welligent to create meeting notices and to manage students' special education records
- Schedules parents, students, teachers and administrators as needed to ensure that all IEP meetings can take place at dates and times scheduled
- Assist in the collection of data required for the preparation of reports to the charter entity and other appropriate bodies
- Answers phones and professionally greets callers to the Special Education Office front desk, takes and distribute phone messages timely and accurately
- Welcomes parents, students and guests to the school
- Coordinates mailings and copying
- Special duties per the office function
- Maintains confidentiality of student information and records
- Assist visitors to the office and maintain positive public relations with others
- Assists with the scheduling staff in the Special Education office when needed to communicate with parents who need translation services.
- Assists in providing support to other offices when needed
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- Perform related duties as assigned

KNOWLEDGE OF:

- Must be knowledgeable of current school software and a variety of electronic tools including internet, email, and voicemail
- Correct English composition, usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills in English and in Spanish
- Basic arithmetic
- Modern office practices and procedures and equipment
- Operation of various office machines
- Microsoft Office, Word and Outlook; ability to learn dedicated Special Education software such as Welligent
- Web browsing techniques
- Appropriate techniques used in providing information in person and on the telephone

ABILITY TO:

- Multi-task and complete work with many interruptions
- Relate well to adults and children by working effectively with employees, students, and the public

- Understand, interpret, and apply pertinent laws, rules, regulations, and procedures
- Organize files and keep accurate records
- Use a personal computer to input, edit, extract, and format data and information
- Produce, retrieve, and store word-processing, email documents, and spreadsheets
- Communicate effectively orally and in writing
- Ability to translate oral and written communication from English to Spanish and Spanish to English
- Speak, read, and write Spanish proficiently to facilitate customer service interactions with parents and students and to facilitate communication at IEP meetings
- Type rapidly and accurately using a computer keyboard

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency and any combination of experience and training that would likely provide the required knowledge and abilities.

An Associate of Arts degree from a recognized college or 60 semester or equivalent quarter units from a recognized college or university preferred. Courses in Microsoft Office, office practices and procedures, business arithmetic, and business English preferred.

EXPERIENCE:

Minimum of two years of previous clerical office experience
Previous Welligent experience preferred.

ADDITIONAL QUALIFICATIONS

New applicants must possess English-Spanish biliterate certification

PHYSICAL DEMANDS:

- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl
- Perform light physical exertion
- Lift and carry 25 pounds
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Work at a desk, conference table or in meetings of various configurations
- Read, interpret, and apply rules, regulations, policies and procedures

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date