

## **GATEWAY UNIFIED SCHOOL DISTRICT**

### **Job Description: SECRETARY II (SPECIAL EDUCATION) RANGE H**

#### **DEFINITION OF POSITION**

Under the supervision of the Director of Special Education, the Secretary II (Special Education) performs highly complex secretarial and administrative services in the areas of managing the Special Education Information System (SEIS), its integration into the California Longitudinal Pupil Achievement Data System (CALPADS) as it relates to special education fields, manages the Medi-Cal billing system at the district level, provides guidance in clerical tasks to special education providers, manages and maintains the physical confidential student files, and provides administrative and clerical support to the special education department. The position requires attention to detail, strong organizational skills, adherence to confidentiality, and a basic understanding of the special education process.

#### **ESSENTIAL FUNCTIONS**

- Coordinates department functions to help relieve the Director of Special Education of routine detail.
- Ensure that all documents and communications regarding special education students are handled with strict confidentiality. - Ensure compliance with legal guidelines, including the Individuals with Disabilities Education Act (IDEA)
- Assists with the management of the Special Education Information System (SEIS)
- Assists in identifying and correcting errors for routine reporting to the California Longitudinal Pupil Achievement Data System (CALPADS) as it relates to Special Education
- Collects data, organizes information and assists with preparation for state review processes
- Assists school sites with enrollment, obtaining special education records, and coordinating services for students with Individualized Education Plans
- Processes purchase orders for the Special Education department.
- Performs duties required to support third-party Medi-Cal billing program; acts as a linkage between the billing entity and providers, provides support and resources to contracted providers.
- Coordinates with the transportation department to create and update services for students who qualify for specialized transportation.
- Routinely interacts with parents and staff to provide information and/or answer questions where judgment, knowledge, and interpretation of policies, procedures, and regulations as related to special education
- Assists in processing employee time sheets and absences for submission to the payroll department; compiles and maintains staff rosters and contact information for categorical programs.
- Assists with managing the department budget and individual budgets; organizes material to monitor expenditures and maintains accurate records.
- Orders and maintains the supply of supplementary curriculum and support materials.
- Applies regulations, policies and procedures to department responsibilities to assure compliance; maintains necessary documentation.
- Performs the necessary research to complete assigned projects.
- May coordinate and direct temporary staff as needed during periods of heavy workload.
- Schedules appointments and maintains calendar for the department; receives and distributes mail.
- Arranges meetings, including preparing agendas, recording minutes, distributing materials, and notifying participants.
- Maintains a variety of complex files, electronic and manual.
- Performs other related duties as assigned.

## **REQUIREMENTS**

- Pass the General Clerical Exam administered by the district at the 70th percentile or above.
- Type 60 net words per minute on a 5-minute timed writing (Outside certificate is acceptable).

### **Ability to:**

- Compose difficult letters independently.
- Perform web-based reporting and research.
- Analyze situations accurately and prioritize work in a highly demanding position.
- Use modern office practices and procedures and standard office equipment operation.
- Analyze situations accurately and adopt an effective course of action.
- Understand and implement procedures pertaining to student record management;
- Establish and maintain harmonious relationships with staff, students, parents and collaborative agencies using tact, patience and courtesy.
- Ability to maintain a flexible schedule. It is a 40-hour per week assignment; however, the hours of the assignment will vary depending on the requirements of meeting schedules for any given week

### **Knowledge of:**

- State reporting and testing practices.
- The Special Education Information System (SEIS) and how it interfaces with the California Longitudinal Pupil Achievement Data System (CALPADS)
- The Gateway USD Board policies and administrative regulations, general philosophy and beliefs.
- Mechanical skills; accurate typing; extensive and up-to-date knowledge of business English, including vocabulary, grammatical usage, punctuation and report presentations.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EXPERIENCE AND EDUCATION:**

Any combination of experience and training that provides the required knowledge and skills will be considered. A typical way to obtain the required knowledge and skills are:

### Experience:

- Two years of responsible secretarial experience; preferably in an educational organization.

### Education:

- Equivalent to completion of twelfth grade, supplemented by coursework in secretarial/clerical areas High school diploma or equivalent required.