

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Special Education Supervisor (MSC)

Reports to: Department Administrator

Classification: Classified Supervisory

FLSA: Non - Exempt

Range: Classified Supervisory Salary
Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: AA degree from an accredited college or university supplemented by course work or training in supervision and two years increasingly responsible experience in a support services program.

SUMMARY

Under the direction of the Department Administrator, perform complex, varied and technical office duties in support of a department to meet the needs of students, staff, families and sites; organize and prepare comprehensive and complex reports; supervise, train, provide work direction and evaluate the performance of assigned personnel.

SPECIFIC RESPONSIBILITIES

1. Perform complex and responsible office management duties involved in planning, organizing, and supervision of clerical and other classified employees within an assigned department to meet the needs of students, staff and families.
2. Perform a variety of clerical duties in an efficient and timely manner including scheduling appointments, making travel arrangements, recording and filing documents; compose and type correspondence; prepare forms; type and distribute meeting agendas; edit and proofread documents; prepare for professional development sessions, open and distribute mail.
3. Review materials and inform department head of pertinent information; screen calls, mail and visitors including families, students or teachers to answer questions or determine appropriate contact person to provide timely delivery of high quality services.
4. Research current legal rulings and Education Code, California Title Codes and District policies and procedures as requested by department administrators.
5. Maintain accurate and updated calendar for assigned administrators; maintain current and accurate department files and records.
6. Prepare accurate and timely State reports, Board agenda items and grant and contract information for Board approval.
7. Train, supervise, evaluate and schedule work assignments for clerical personnel and substitutes; coordinate communications between staff and administrators; monitor and maintain payroll information for department staff.
8. Prepare and update department handbook and strategic planning documents.
9. Operate a variety of office equipment.
10. Perform related duties as assigned.
11. Attend a variety of meetings as assigned.

SPECIFIC QUALIFICATIONS

- Support Services Programs
- District organization, operations, policies and objectives

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)

- Oral and written communication skills
- communicate effectively with others,
- evaluate new products and recommend use,
- meet schedules and time lines,
- train and supervise personnel,
- plan and organize work,
- maintain a variety of files and records and prepare reports,
- understand and follow oral and written directions,
- work cooperatively with others,
- work independently with little direction,
- establish and maintain effective working relationships with others,
- use a variety of tools and machines utilized in custodial work,
- Supervision and evaluation of personnel.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.

PHYSICAL ABILITIES

School and office environment; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.