

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

SECRETARY III – SPECIAL EDUCATION

DEFINITION:

Under the general direction of the SELPA Director or designee, the Secretary III – Special Education performs highly responsible secretarial and administrative assistant duties such as a variety of office and administrative duties by planning, organizing, and participating in assigned office operations; and perform other related duties as assigned by supervisor(s).

DIRECTLY RESPONSIBLE TO:

SELPA Director or designee

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Types and distributes various letters, forms, reports, contracts, packets, statistical memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed (e.g. Special Education Brochures, Special Education Annual Notice etc.).
- Prepares, formats, edits, proofread and revises written materials.
- Inputs a wide variety of data into an assigned computer system.
- Maintains automated files and records (Edfiles); creates queries and generates a variety of computerized lists and reports; assures timely distribution and receipt of a variety of records and reports.
- Take minutes, both formal and informal, at various meetings including Governance Meetings (excluding IEP meetings).
- Processes materials and supplies orders including maintaining and managing credit card purchases and billing statements.
- Assists in the preparation of program budget including monitoring of expenditures; prepares budget cover sheets for annual Budget meetings.
- Maintains an effective communication link between department and those contacted during the normal course of duties.
- Initiates, receives, and routes phone calls.
- Assists and advises program staff and parents including researching inquiries.
- Explains program policies and procedures to the public, parents, students, or other staff.
- Schedules and maintains calendar, appointments, and meetings for administrator/staff, and keeps accurate records of department activities.
- Coordinates and organizes conferences, workshops, in-services, or meetings including coordinating all calendars, arranging for rooms, setup, and refreshments, procuring and arranging for delivery of equipment and materials needed, coordinating registration, preparing and providing invitations, flyers, etc.
- Coordinates and organizes supervisors' and/or staff travel arrangements to conferences, workshops, and meetings.
- Review and verify student IEPs; Set-Up/Maintain/Transfer Student Files, including End of Year Transfers.
- Collaborate with site administrators and staff to finalize IEPs; proofs and files IEPs.

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- Reviews request packets, prepares documents for Operations council approval for low incidence disability purchase requests.
- Ordering, managing and maintaining low incidence disability equipment.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Associate degree with major course work in administration, business, social science, or related field.
- Four years of relevant work experience comparable to a Secretary II.
- Service in a public education environment preferred.

Knowledge of:

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office procedures and methods.
- Basic accounting functions, data collection and report preparation.
- Office filing systems.
- Program policies, procedures, and regulations.
- Principles and practices of public education and administration.
- Relevant State and Federal laws, regulation, and procedures, including those related to special education.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Manage and prioritize multiple activities.
- Prepare clear, concise, grammatically correct (including punctuation and spelling), letters, memos, minutes, and other written documents.
- Communicate effectively both orally and in writing with county office personnel, school administrative staff, outside district agencies and the public.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program/department.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students. and community.
- Set priorities, define tasks, schedule and coordinate activities, and functions.
- Develop procedures and complete assignments.
- Correct mathematical calculations.
- Read, understand, and follow pertinent federal, state and local laws, codes and regulations including administrative and department policies and procedures.

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- Establish and maintain effective file systems.
- Identify and collect appropriate data.

Physical Requirements:

- Bending at the waist, kneeling, or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: G

Approval Date: August 15, 2024