CLASSIFIED			
Work Location	Roseland School District Office	**Responsible To**	Special Education Program Director or designee
Work Year	12 months	**Hours**	Up to full-time
Salary	Appropriate step and range on the CSEA Salary Schedule	**Benefits**	On a pro-rata basis for FTE of 50% or more

SUMMARY:
Under the direct supervision of the Special Education Programs Director (Director) or designee performs clerical and administrative functions to support the special education programs department and director.

DUTIES AND RESPONSIBILITIES:
Duties and responsibilities may include, but are not limited to, the following:

PRIMARY DUTIES:

- Translate a variety of documents and reports.
- Interpret at various special education related meetings as needed.
- Serve as District representative at monthly Local Education Agency (LEA) North Bay Regional Center (NBRC) Meetings.
- Coordinate Pre-k NBRC intake, record and follow up for transition.
- Attend weekly special education Pre-k meetings.
- Assist with monthly special education Pre-k workshops such as set-up, scheduling etc.
- Coordinate Pre-k special education speech intakes, record and follow up.
- Conduct home visits with Director.
- Answer, follow-up and document phone calls.
- Reconcile site 504 Plan data in SchoolWise on a monthly basis.
- Manage online special education databases which includes SEIS and reporting to CALPADS. Reconcile both for required reporting.
- Request and process special education student files.
- Maintain, organize and file special education files and IEPs.
- Update data and share TOMS SBAC accommodations report with school sites
- Assist with purchase orders for special education department such as testing materials, materials for meetings, etc.
- Request and monitor transportation services for special education students.
- Track, complete Individual Services Agreements (ISAs) and other necessary documents for district contracting with Non-Public Agencies (NPAs) and Non-Public School (NPSs).
- Review Inter Districts for special education services and follow-up as needed.
- Manage SEIS Service Tracker for LEA MediCal reimbursement including checking that LEA MediCal is compliant with the reimbursement program. Submit timely, required documents for auditing. Process and follow-up with LEA export Service Tracker reports.

- District representative at SCOE MediCal Administrative Activities (MAA) meetings: submit and certify TSP list and other documents, monitor and follow up w/RMTS moments, attend trainings, submit student data when requested; prepare documentation required for auditing.
- Maintain professional and technical knowledge by attending workshops and trainings.
- Other related duties as deemed necessary by Special Education Programs Director or Designee.

SECONDARY DUTIES:

- Coordinate School Attendance Review Board (SARB) meetings and assist with SARB meetings including interpretation and translation.
- Prepare draft SARB contracts and mail SARB contracts.
- Phone calls related to SARB.
- Assist with SARB referrals to District Attorney.
- Assist with home-hospital program which includes: record, keep track of attendance, process and complete attendance reports for home-hospital program

EMPLOYMENT STANDARDS:

EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS:

- High school diploma/GED
- Must demonstrate fluency in English and a specific language of District need.
- Department of Justice and FBI Fingerprint clearance
- Negative tuberculin test / risk assessment
- Post-Offer Pre-Placement clearance for Special Education Assistant Level 1

PHYSICAL DEMANDS:
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The District office is currently equipped with sit/stand working stations to allow alternating between sitting and standing. However, sitting or standing for extended periods of time when performing duties outside the work office may be required.
- Periodic handling of light weight parcels or supplies.
- Lifting and/or moving up to twenty (20) pounds when setting up for various events.
- Occasional bending, twisting and reaching with hands and arms.
- Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; manual dexterity to operate business related equipment, handle and work with various materials and objects are important aspects of this job.
- Frequent use of computer, mouse and keyboard.

- The job is performed under minimal temperature variations, is generally a hazard free environment in a clean atmosphere. The noise level in the work environment is usually moderate.

Board approved: August 19, 2020