LAKE STEVENS SCHOOL DISTRICT NO. 4
JOB DESCRIPTION

POSITION: Head Department Office Professional – Special Services

REPORTS TO: Executive Director of Special Services

SUMMARY: Under the direction of the department director, office professional works independently in the performance of all functions necessary to maintain an efficient and organized department in a professional and confidential manner. Office professional provides secretarial support for all Federal and State funded programs and prepares all state and federal required reports to ensure compliance and receipt of funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

- Keep Director apprised of significant and important items requiring review or action.
- Schedule appointments, keep calendar, and arrange meetings for the director as necessary.
- Communicate with staff, parents, and the public regarding various special services program topics.
- Prepares state (P223H) and federal (IDEA) Special Education compliance/count reports, as well as other monthly and annually required district, state and federal reports.
- Accurately maintain student data reporting system, including enrollment information and current IEP and evaluation information, as well as developing custom reports
- Coordinate and maintain IEP web-based program which includes the set-up and maintenance of users and problem-solves technical issues with staff
- Monitor Special Education services being reported and delivered.
- Performs initial review of IEPs and Evaluations for compliance.
- Analyzing data from IEP's and evaluations to ensure compliance of State and Federal requirements.
- Assist in preparing procedural instructions for Special Education staff.
- Part C; register Birth to three children in the student data base.
- Track student data for transition timelines to Part B services.
- Validate monthly invoices from Snohomish County for payment.
- Assist in Safety Net grant application process and prepares submission forms and submits application to OSPI.
- Communicate with transportation regarding student bussing needs.
- Maintain files of special needs students.
- Know and follow district policies and procedures.
- Work with other district personnel as required in the performance of duties and organizational needs.
- Remain flexible and team-oriented.
- Promote and practice professional growth and development.
- Perform other duties as may be deemed necessary for the efficient operation of the department.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE

1. High school diploma or equivalent
2. Formal education in modern business office practices
3. Three years secretarial or related office experience, preferably in an educational setting. Additional related experience may substitute for formal education as deemed appropriate

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Washington State driver's license

LANGUAGE SKILLS

Ability to speak or otherwise communicate effectively in the English Language. Ability to read, comprehend, and interpret documents, schedules and procedure manuals in English as determined by an assessment. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to apply concepts of basic mathematics as they apply to business and financial recordkeeping.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

- Verifiable effective oral, written and interpersonal communication skills.
- Extensive knowledge of and ability to perform basic secretarial skills (typing, filing, data entry and use of basic office equipment)
  - √ Keyboarding 55 wpm
  - √ Ability to use correct grammar and punctuation
  - √ Ability to use a variety of office machines
  - √ Proficient computer skills including the use of Microsoft Excel, Word, Google Platform, Publisher (or similar graphics program), and the Internet
- Knowledge of and experience with WSIPC Skyward student data software, and IEP online (or similar) special education software.
- College level business math skills.
- Extensive knowledge of operating procedures relative to special needs students.
- Strong analytical, and problem solving abilities.
- Takes initiative and knows when to see guidance
- Organizational and project management skills.
- Ability to perform tasks and projects with a high degree of accuracy and attention to detail.
- Ability to independently prioritize and process work flow.
- Ability to work under pressure with constant interruptions, and meet deadlines.
- Ability to work with and diffuse clientele who may be experiencing extreme frustration or anger.
- Ability to handle confidential matters professionally.
- Demonstrated abilities in self-direction and sound judgment.
- Understanding of Washington State Labor laws and regulations as they apply to school district student practices.
- Ability to maintain a positive attitude towards staff, students, parents, and community members.
- Demonstrated abilities to be a good team player.

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

While performing the duties of this job, the employee is regularly required to sit, and frequently required to walk or stand; lift and carry objects weighing up to 30 pounds a distance of 50 feet; perform repeated pushing and pulling movements; reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. Work is performed indoors in an office setting. Typically, the noise level in the work environment is moderate.

PRIMARY WORKING RELATIONS:

- Executive Director of Special Services
- ESC and Building Office Professionals
- District faculty and staff
- Parents students and community members

TERMS OF EMPLOYMENT:

Work Hours/Days: Up to 8 hours per day / up to 260 days per fiscal year
Salary: Per PSE Office Professional CBA -- Group IV
Benefits: Per PSE Office Professional CBA, board policy and procedures

EVALUATION: Executive Director of Special Services

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.