

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Associate Principal, performs a wide variety of informational and clerical assistance in the Special Education IEP process, with frequent and responsible contact with staff, students and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- a. Provides a variety of information and clerical assistance in the IEP process, with frequent and responsible contact with staff, students, service agencies and the general public.
- b. In collaboration with the Department Chair and/or case carrier, schedules IEP meetings; notifies appropriate parties; prepares related documents and maintains pertinent files.
- c. Answers phones and takes messages; provides information and assistance to staff members, parents and others regarding special education services.
- d. Provides clerical support with the Tri-Annual process, including documentation, completion of appropriate forms, etc.
- e. Maintains appropriate files, forms, and records; operates computer terminal to input and update data for the special education department.
- f. Word processes, duplicates, and distributes a variety of documents, including notices, records, forms and lists.
- g. Operates a variety of office machines including computer terminal, fax machine, calculator and duplicating machine.
- h. Orders supplies necessary for the IEP process and other departmental needs.
- i. Follow federal, state and local laws and mandates pertaining to special education matters.
- j. Facilitates the issuance and access to computer software programs related to the IEP or Special education process.
- k. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office practices, procedures and equipment.
- Record keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Verbal and written communications skills.
- Special Education laws; school organization, operations and policies.

Ability to:

- Understand and follow verbal and written directions.
- Work cooperatively with others.
- Establish and maintain effective working relationships with others.
- Meet schedules and time-lines.
- Maintain records and prepare reports.
- Complete assignments with many interruptions.
- Type at 40 words net per minute from clear copy.
- Perform clerical work related to assigned area with speed and accuracy.
- Communicate effectively with staff, students and the general public.
- Operate various office equipment, including computer terminal, duplicating machine.
- Learn to interpret and explain rules, regulations, policies and procedures.
- Maintain a variety of files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: High School diploma and/or GED one year of general clerical experience in a high school involving frequent contact with the public.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand and/or sit for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

High school office environment, with frequent interruptions.