

ROCKLIN UNIFIED SCHOOL DISTRICT

JOB TITLE: Administrative Assistant II, Special Education and Special Programs

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To assist the Director of Special Education and Special Programs by planning, coordinating, and participating in the support activities related to the assigned responsibilities of District administration. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class requires discretion, initiative and sound judgment. Accuracy and attention to detail in maintenance, processing and updating of records and files are required.

SUPERVISOR: Director of Special Education and Special Programs

TYPICAL DUTIES:

- Performs a variety of complex and responsible clerical/secretarial duties for assigned administrator including routine administrative functions not requiring his/her immediate attention
- Establishes and maintains a variety of computerized data collection systems and other records/filing systems assuring confidentiality of designated files
- Types a variety of materials including contracts, mandated reports, non-public school contracts, purchasing, memos, correspondence, forms, newsletters, etc. from rough draft or minimal verbal instructions
- Maintains a calendar for Director of Special Education/Special Programs and the Program Specialist, arranging appointments, meetings with staff members, other administrators, and parents as required.
- Inputs Management Information Systems (MIS)
- Maintains and submits accurate information for special education funding
- Maintains and submits state reports, including non-public school and non-public agency reimbursements and LCI reports
- Manages and processes discrete and confidential information specific to special education
- Types special education service agreements
- Coordinates extended year services for special education students
- Supports special education teachers and support staff, generating, processing, and monitoring requisitions and purchase orders
- Assists with special education staff development
- Monitors county programs to insure correct county bill-back charges for special education programs and transportation
- Coordinates special education mediation and due process hearings

- Sets up meetings with Placer County special education administrators and county agencies
- Provides a broad range of knowledge regarding special education programs from preschool through grade 12 within the District, and outside the District boundaries, to parents, staff, and agencies
- Maintains a broad range of knowledge regarding county-level programs in order to screen new residents and answer special education placement questions
- Coordinates transportation specific to special education
- Coordinates clerical support for grant funded programs at both state and federal levels, i.e. Early Mental Health Initiative, Preschool Parent Participation Intervention Program
- Coordinates scheduling for state accountability programs, i.e. Quality Assurance Process
- Maintains and submits a variety of mandated program information
- Works as a liaison between the Placer County Office of Education
- Maintains and destroys files according to guidelines
- Establishes agendas, set up meetings, take minutes, type and distribute minutes
- Maintains and updates records for assigned department
- Orders materials, supplies, forms, etc. upon approval of administrator
- Performs other related duties as required

EMPLOYMENT STANDARDS:

Knowledge of:

Proper office methods and practices, including filing systems, business correspondence, receptionist techniques, report writing, and telephone techniques

Proper English usage, grammar, spelling, vocabulary, and punctuation

State and Federal laws, regulations and procedures relating to Special Education

Ability to:

Establish and maintain accurate filing and record keeping systems including computer data files.

Operate standard office equipment including a computer, printer, typewriter, copier, and calculator

Effectively utilize computer and computer technology for information management and data gathering

Learn, interpret, and successfully apply assigned unit's policies, procedures, rules, and regulations

Type accurately at a rate of 55 words a minute from clear copy

Maintain the security and confidentiality of specified records and information

Apply good judgment in recognizing the scope of authority as delegated
Gather, compile, and organize information and prepare assigned reports
Communicate tactfully and effectively in both oral and written forms
Plan, organize, and prioritize assigned workload and meet established timelines
Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION:

Combination of education and training equivalent to two years of college

EXPERIENCE:

Three years of previous experience in administrative and office support work

SPECIAL LICENSE:

Valid California Driver's License

REQUIRED TEST:

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

Adopted: June 20, 2001