

MESA UNION SCHOOL DISTRICT

CLASS TITLE: SPECIAL EDUCATION ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of general clerical support duties; provide special education records management, and coordinate special education calendar; district reporting of special education data such as the semiannual state CASEMIS filings, the triennial Special Education Self Review corrections and submissions to state, management; administrative assistance to the site administrator, case manager, school psychologist, and other department staff; other related job responsibilities as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Demonstrate positive and interpersonal relationships and be able to communicate a variety of information in written, oral, diagrammatic, or other forms.

Demonstrates punctuality, good attendance, and work ethic for all duties.

Responds to request in a timely manner

Adheres to school board policies and administrative procedures.

Adheres to all state and federal laws, rules, and regulations.

Must have the ability and willingness to learn a wide variety of tasks required in special education record keeping.

Must have good working knowledge of electronic communication, word processing and spreadsheets, and be comfortable with student database software as well as general office equipment operation such as phones, fax, copier, computers, etc.

Requires conscientious attention to detail and commitment to accuracy for local, state and federal reporting and follow through to meet deadlines and commitments.

Requires significant confidentiality responsibilities due to student, parent and staff interactions.

Provides meeting coordination between parents, case managers, and site administrator.

File, mail, and copy all meeting notice request, evaluation permission to test and other special education records.

Sorts all reports by student, tracks that all reports are received, notifies case manager of missing information, prints labels, and mails report home to parents on a quarterly basis.

Tracks upcoming IEP due dates, schedules and invites parents, staff and community providers, reviews and finalizes all IEPs, makes copies for parents, classroom teachers(s), and other school staff as assigned, files a copy in student cums, and the original in the student's district file.

Inputs all IEPs into the state software system in an accurate and timely manner.

Attends training and workshops deemed necessary to perform duties.

Prints, maintains, and distributes all special education reports as needed.

Perform a variety of general clerical support duties including typing, filing, copying and distributing materials; assist in assuring smooth and efficient office operations.

Works with school psychologist to set up, send out, and follow up new IEP Assessment Plans and other projects as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Principles, practices, and procedures utilized in an administrative office.

District organization, operations, policies, and objectives.

Administrative Regulations and other applicable laws.

Modern office practices, procedures, and equipment.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Telephone techniques and etiquette.

Record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Perform highly responsible and complex secretarial and administrative assistance duties in support of the Special Education Case Manager and Site Administrator.

Compile and prepare agendas for management and other meetings.

Read, interpret, explain and follow rules, regulations, policies, and procedures.

Establish and maintain a variety of complex and confidential files and records.

Compose effective correspondence independently.

Operate a variety of office equipment including a networked personal computer.

Establish and maintain cooperative and effective working relationships with others.

Type at an acceptable rate of speed.

Analyze situations accurately and recommend an effective course of action.

Exercise independent judgment in assisting the Special Education Case Manager and Site Administrator in administrative details,

requiring considerable knowledge, use and interpretation of district policies and procedures.

Understand and work within the scope of authority.

Meet schedules and time lines.

Work confidently with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and one (1) year of responsible secretarial or office management experience. Experience in a special education setting is highly desirable.

ENVIRONMENT:

Office environment
Demanding timelines
Constant interruptions

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.