

CONFIDENTIAL SECRETARY (SPECIAL EDUCATION)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES: Under direction, to provide full spectrum and complex administrative and clerical support to the Director of Psychological Services and Special Education, relating to the confidential matters of student educational status and progress. Provides direction, guidance and support to Special Education staff with the IEP process and SEIS online IEP system. Assists in the development and implementation of guidelines and best practices to assure that accurate and current data is available for CASEMIS and SELPA Monitoring reports. Prepares and maintains comprehensive and confidential student information files and Special Education information reports.

ESSENTIAL JOB FUNCTIONS:

- Cooperates with other staff to accomplish the District's priorities and expectations.
- Works closely with Special Education staff, District staff, and Tulare County SELPA staff to accurately maintain and authenticate the online IEP system SEIS database with current student information, including all reporting requirements (CBEDS count, CASEMIS reporting, State Self-Audits / Reviews, SELPA Personnel Data reports, and SELPA Monitoring reports).
- Processes submitted IEPs (in both AERIES and SEIS) and reviews for accuracy and compliance.
- Works with school and/or program secretaries to ensure that student data in AERIES and SEIS correlate.
- Maintains comprehensive and confidential special education records related to students including: IEPs, amendments, assessment reports (of Psychological, Speech and Language, Occupational Therapy, Adaptive Physical Education, Physical Therapy, Vision, and Deaf and Hard of Hearing Evaluations, Behavioral, Central Valley Regional Center, Diagnostic Center), and record requests in compliance with state and federal guidelines and district policies.
- Provides SEIS training to Special Education staff as needed.
- Runs queries and review special education data for the Director of Psychological Services and Special Education to manage caseloads for compliance purposes.
- Assists with Statewide Assessment data gathering and distribution while keeping in compliance with State Federal mandates and SELPA and District policies.
- Provides information and answer questions for staff, outside agencies and the general public regarding Special Education programs, services, policies and related matters.
- Assists Director of Psychological Services and Special Education in the placement of Interim students.
- Assists with monitoring Special Education compliance issues for home/hospital instruction, Independent Study (Short/Long Term), and Alternative education programs for students with disabilities.
- Prepares CASEMIS and SELPA Personnel Monitoring bi-annual Reports.
- Communicates with SEIS technicians to resolve SEIS issues.
- Provides IEP translation on IEP documents and/or to parents at IEP meetings.
- Orders and maintains Special Education office supplies.
- Fields telephone calls and handles correspondence.
- Operates office equipment, including word processing, data base management, and spreadsheet software programs.
- Participates in coordinating, organizing and maintaining the workflow of the Special Education Department; provides lead supervision and training to assigned staff.
- Conducts research regarding Special Education Law as required.
- Provides administrative support to the Director of Psychological Services and Special Education including, but not limited to preparation of presentations, tracking, calendar management and correspondence to staff, parents, students, and community members.
- Attends meetings and serves on committees as requested; prepares and distributes meeting agendas and minutes.
- Attends conferences and workshops to keep current on laws and requirements related to special education issues.
- Professionally represents the school and the district in interactions with parents, community, staff, and students.

- Manages special projects as assigned by the Director of Psychological Services and Special Education.
- Performs related duties and responsibilities as required.

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- Services and activities provided in the Special Education program, especially in Early Childhood Special Services Preschool, SDC placement, and Alternative Education programs.
- Special Education Information System (SEIS) and Pupil Records Online Management Information System (AERIES).
- Special Education Local Plan Agency (SELPA) policies and procedures.
- IEP process and compliance policies and procedures.
- Principles and procedures of data collection and report preparation.
- Basic mathematical principles.
- Word processing methods, techniques and programs, including spreadsheet and database operations.
- Principles and practices used in dealing with the public.
- Modern office procedures, methods and equipment, including computer equipment.
- Principles of lead supervision and training.
- English usage, spelling, vocabulary, grammar and punctuation.
- Pertinent codes, rules and regulations, including District policies and procedures pertaining to assigned functions.

SKILL AND ABILITY TO:

- Manage records.
- Understand, interpret, and apply federal, state, local county office, SELPA, and Special Education policies, procedures, laws and regulations.
- Operate modern office equipment, including computer equipment.
- Type at 55 words per minute.
- Perform responsible and difficult human resources work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the District's Special Education Department as necessary to assume assigned responsibilities.
- Interpret and apply pertinent codes, rules and regulations, including District policies and procedures pertaining to assigned functions.
- Respond to requests and inquiries for information regarding special education policies and procedures.
- Plan and organize work to meet schedules, timelines and deadlines.
- Work independently in the absence of supervision.
- Independently compose correspondence and memoranda.
- Handle multiple concurrent projects and manage priorities and tasks.
- Perform mathematical computations quickly and accurately.
- Maintain confidentiality of student and employee information.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

WORKING CONDITIONS:

- Office environment

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time
- Reach in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Four years of responsible administrative and clerical experience in Special Education, including experience with SEIS and IEP monitoring practices.
- Equivalent to completion of the twelfth grade supplemented by college level course work in business, special education management or related area.

WORK YEAR:

205 days, plus paid holidays, plus paid vacation

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Board Approved: May 9, 2017