

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Special Education Office Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Classified
FLSA:	Non-exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-27/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized technical and complex clerical duties requiring independent judgment in support of the District's Special Education program in support of providing students access to a variety of learning options to achieve their personal best; answer phones, greet, direct and assist with various information in a reasonable, timely manner to provide professional services to the community, sites, and other departments.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Receive, screen and direct calls and visitors to the appropriate person or office to ensure reasonable, timely delivery of professional services; schedule appointments; coordinate schedules and communicate with others regarding meetings and appointments. *E*

Schedule panel members for Individualized Educational Planning (IEP) meetings for Special Education students in the expulsion process to assist in providing students a variety of learning options to stay in school on target to graduate; prepare materials, inform school administrators and notify families or guardians in a reasonable, timely manner. *E*

Schedule IEP meetings for Special Day Class (SDC) students; prepare and distribute agenda and letters to families or guardians; notify appropriate District personnel and others as requested; ensure process is completed within mandatory due process and procedural time frame. *E*

Contact families or guardians of students transferred to the District; assist in the completion of necessary paperwork to ensure timely processing of information; contact prior district for additional information to assist in student's placement; interpret complex specialized eligibility areas and special education procedures and processes to individual cases; assist in recommending placement and forward information to appropriate personnel for review. *E*

Process referral forms in a reasonable, timely manner to the County Office of Education for special education students; request diagnostic and statistical information from out-of-State districts and forward information to appropriate personnel; assist with the processing and monitoring of diagnostic evaluations and services recommendations for referrals; assemble information related reports. *E*

Maintain accurate and complete records of IEP agendas, administrative intakes, surrogate families and referrals to County agencies; prepare forms for signature of contracted surrogate families assigned by court order; send written notices to appropriate personnel to notify of court order. *E*

Arrange for substitute teachers as needed; contact interpreters from Language Assessment Center when required for IEP meetings; respond to requests from District personnel, parents and public agencies regarding Special Education policies, procedures and laws related to student placement; direct inquiries to appropriate. *E*

Compose correspondence independently or from oral instructions; prepare letters, memoranda and forms; maintain and distribute Special Education forms to certificated staff. *E*

Operate a variety of office equipment including but not limited to computers, typewriters, copiers and fax machines. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by courses in computer education and three years of increasingly responsible clerical experience including one year in an educational setting.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current office terminology, practices, procedures and equipment.
- Applicable Educational codes, rules, regulations, requirements and restrictions related to special education.
- Operation of a computer and data entry techniques.
- Specialized functions, activities and operations of a special education program.
- Terminology used in the psychological assessment of special education students.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty in Special Education as related to assigned duties.
- Current software programs such as word processing and spreadsheet.
- Accurate Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.

ABILITY TO:

- Perform specialized clerical and technical duties related to special education.
- Communicate, understand and follow both oral and written directions effectively.
- Understand and work within scope of authority.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Type and enter data accurately.
- Prioritize and schedule work to meet schedules and time lines.
- Maintain accurate and confidential records.
- Work independently and confidentially with discretion and little direction.
- Complete work with many interruptions.
- Compose correspondence independently.
- Learn new or updated computer software programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodation, if necessary, dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files; hearing and speaking to exchange information; seeing to read and maintain accurate records; sitting for an extended period of time.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions