



## *EL TEJON UNIFIED SCHOOL DISTRICT*

**Rodney Wallace**  
Superintendent

### **CLASSIFIED JOB OPENING**

**POSITION:** Program Secretary  
Special Education/District Attendance  
17.5 hours per week, 12 months

**SALARY RANGE:** #12 \$13.96 to \$17.16 per hour

**SELECTION PROCESS:** Qualifications and suitability for the position will be assessed in an oral interview.

**APPLICATION PROCEDURE:** Interested personnel should submit an application and resume to Rodney Wallace by noon on Friday, August 18, 2017.

**Please do not remove posting!**

# El Tejon Unified School District

## **PROGRAM SECRETARY Special Education/District Attendance Job Description**

### **JOB SUMMARY**

Under limited direction, to perform complex and specialized secretarial, clerical and personnel functions; to serve as a personal secretarial aide to the Director of Special Education and the District Business Manager; to assist in the organization and coordination of District-wide Special Education mandated documentation and District-wide attendance reporting; maintain positive community relations; other related work as assigned.

### **REQUIRED QUALIFICATIONS:**

#### Knowledge of:

Principles, methods, techniques, and strategies of clerical staff coordination and organization;  
Modern office methods and equipment;  
Data management, storage, and retrieval systems;  
Receptionist and telephone response techniques;  
Letter and report writing;  
Proofreading.

#### Ability to:

Effectively perform complex secretarial and clerical activities which require knowledge of legal mandates, policies, personnel, regulations and operational procedures;  
Prepare clear and comprehensive reports required by State mandates;  
Learn, interpret and apply complex policies, administrative regulations and operational procedures;  
Type at a net corrected speed of 60 words per minute and operate various office equipment;  
Communicate effectively in oral and written form;  
Make mathematical calculations with speed and accuracy;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships.

#### Experience:

Five years of responsible secretarial experience, including two years in a responsible or lead capacity.

#### Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in business office management, organization, planning, or related technical skill areas.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Provide administrative support to program director including, but not limited to preparation of presentations, tracking, calendar management and correspondence to staff, parents, students and community members.

Program Secretary JOB DESCRIPTION

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2. Perform general office duties including answering phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.
3. Research, create, input, format, organize and edit relevant data as needed or requested and prepare in a usable format. Independently answer routine questions and correspondence not requiring the supervisor's attention.
4. Maintain all special education program records in compliance with state and federal guidelines and District policy(ies).
5. Professionally represent administrators as directed in communications with constituents providing accurate information, facilitation and problem resolution.
6. Serve as a resource to other staff in using SPED technology programs for IEPs and liaison with technology staff.
7. Maintain all special education program records in compliance with state and federal guidelines and District policy(ies).
8. Prepare copy and distribute all necessary paperwork to facilitate IEP meetings.
9. Maintain accurate and complete case load files, track deadlines for IEPs and notify staff in advance of Deadlines.
10. Track appropriate medical protocols for students including required forms, paperwork, training and procedures consistent with District policy(ies).
11. Compile and prepare reports for administration or outside agencies as required. Must complete reports and submit to ODE. Ensure all staff completes reports, check for errors and ensure corrections are made. Use web based programs to submit variety of required reports. Liaison with SELPA as necessary.
12. Order and distribute supplies, books, testing and training material as necessary and ensuring that all billing and shipping issues are resolved with vendors and staff.
13. Schedule conferences and programs as required including creating schedule, contacting all invited parties, preparing confirmation and distributing materials to all parties (teachers, specialists, parents, etc.).
14. Assist with budget preparation and tracking.
15. Appropriately maintain and secure confidential records and inquiries. Professionally represent the school and the District in interactions with parents, community, staff, and students.
16. Maintain all special education program records in compliance with state and federal guidelines and District policy(ies).
17. Serve as a resource to other staff in using Student Attendance technology programs for District, County, State and Federal reporting and liaison with technology staff.
18. Maintain all student attendance records in compliance with district, state and federal guidelines and policy(ies).
19. Prepare, copy and distribute all necessary paperwork to sites in order to meet all district, state and federal timelines and mandates.
20. Compile and prepare reports for administration or outside agencies as required. Must complete reports and submit CALPADS data to meet timelines. Ensure all staff completes reports, check for errors and ensure corrections are made. Use web based programs to submit variety of required reports.
21. Manage special projects as assigned by director.
22. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements.

1 = Seldom = Less than 25 percent

3 = Often = 51-75 percent

2 = Occasional = 25-50 percent

4 = Very frequent = 76 percent and above

4 a. Ability to work at a desk, conference table or in meetings of various configurations.

2 b. Ability to stand for extended periods of time.

3 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.

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- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
- 2 f. Ability to bend and twist, stoop, kneel, run and crawl.
- 2 g. Ability to lift 40 lbs.
- 2 h. Ability to carry 40 lbs.
- 4 i. Ability to operate office equipment.
- 4 j. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**SALARY RANGE**     12