

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
SPECIAL EDUCATION SECRETARY I**

DEFINITION:

Under direction, perform a wide variety of clerical, secretarial, communicative, and receptionist activities in the Special Schools and Services Department. This includes coordination of communication within and between departments and for school districts.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Perform a variety of general secretarial duties.
- Serve as the individual department receptionist, greeting and directing individual visitations and telephone calls.
- Receive, sort, and distribute department mail and prepare outgoing mail.
- May serve as backup for receptionist and assist other personnel as needed.
- Responsible for acquiring substitutes for teachers and aides, maintaining records of substitutes, and absences of all special education personnel.
- Coordinate and maintain priority of work for more than one supervisor.
- Prepare and process a variety of correspondence, documents, and forms.
- Establish and maintain filing and record keeping systems.
- Prepare materials for duplication and printing.
- Operate a variety of office machines and equipment.
- Maintain pupil records, request, and process requests for student information.
- Monitor and utilize transportation communication system.
- Schedule, send out notices, and type information from IEP meetings.
- Prepare purchase orders, maintain inventory of office supplies, and materials.
- Arrange meetings, make travel reservations, schedule appointments, and maintain calendars.
- Operate a computer to input and extract data.
- Create a variety of materials and documents from oral directions, rough drafts, handwritten notes, or charts using a variety of software.
- Compile, develop, monitor, and review a variety of reports and statistical data.
- Understand, use, and stay current with a variety of computer programs (Microsoft Word, PageMaker, Excel, FileMaker Pro, etc.)
- Organize and compile materials as necessary.

- Maintain file of assessment activity logs completed throughout the school year by appropriate special education staff.
- Perform other related duties as assigned.
- Drive occasionally for department business (optional).

QUALIFICATIONS:

KNOWLEDGE OF:

Special education legal requirements, timelines, and procedures.
Organization, procedures, and operating details of the department to which assigned.
Modern office practices, procedures, and equipment.
Appropriate English usage, punctuation, spelling, and grammar.

SKILL AND ABILITY TO:

Understand and follow oral and written directions.
Demonstrate competence in word processing, database, spreadsheet, and desktop publishing computer programs.
Type or keyboard at a level necessary for expected job performance.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

EXPERIENCE:

Minimum of one year of secretarial experience required.

EDUCATION:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in word processing, filing, and office practices.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related

equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.