



Job Description

Title: Administrative Support Specialist – Pupil Services	FLSA Status: Nonexempt	Months: 11
Supervisor: Executive Director – Pupil Services & Director – Special Education	Supervises: N/A	Range: 27
Department: Special Education	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under the general direction of Executive Director, Pupil Services and Director, Special Education, perform a variety of responsible and technical clerical duties in support of assigned functions, services and programs in the Special Education department; create, process and organize a variety of records, documents and forms, including annual vendor contracts; maintain frequent and responsible public contacts; enter a variety of data into assigned computer systems; organize and coordinate office activities and the flow of department communication.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform clerical administrative duties in support of the Executive Director, Pupil Services and Director, Special Education; process incoming and outgoing mail; compose correspondence and bulletins independently or from dictation as requested; prepare and accurately maintain a variety of special education reports, files and statistical data relating to students, staff, operations and activities; schedule appointments conferences, meetings and classroom visitations; screen telephone calls and visitors.
- Prepare and maintain a variety of records, utilizing California Basic Educational Data Systems (CBEDS) and the California Special Education Management Information System (CASEMIS) for Individual Education Plan (IEP) compliance; compile information from a variety of sources and prepare complex reports as required by the District, County, State or federal regulations; maintain confidentiality of records and information as appropriate.
- Prepare, maintain, and coordinate a variety of complex lists and records related to division information, personnel, financial activity and assigned duties; maintain and check accuracy of division personnel leave and absences, establish and maintain filing systems.
- Research and obtain price quotes from vendors, contractors and service providers; provide information and price quotes to Director as requested; prepare contracts for services as required; oversee and maintain the contract database.
- Enter IEP information into Special Education Information System (SEIS); maintain communication on contracts for services and IEP consultations with the Special Education Local Planning Areas (SELPA).
- Answer telephones and provide routine information and refer inquiries to the appropriate staff or office; make phone calls to request or provide information as directed.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; maintain IEP records and documents.
- Prepare and type letters, memoranda, forms, records, reports, bulletins, handbooks, questionnaires, requisitions and documents; compose email correspondence independently.
- Prepare and maintain a variety of logs, files and department records; duplicate a variety of materials; receive and distribute mail.
- Coordinate Extended School Year (ESY) enrollments.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Maintain appointment and activity schedules and calendars including the master calendar; coordinate travel arrangements and hotel reservations as necessary; reserve facilities and equipment for meetings and other events as needed.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Lakeside Union School District's Special Education Department programs and activities.
- Modern office practices, procedures and equipment.
- Letter and report preparation techniques.
- Telephone techniques and etiquette.
- Record-keeping and filing techniques.
- Appropriate terminology of assigned function.
- Data management, storage and retrieval systems.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives related to assigned function.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software.

Skills/Ability to:

- Prepare and process a variety of special education records, reports and documents with accuracy and speed.
- Compose correspondence independently.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Perform duties effectively with many demands on time and constant interruptions.
- Plan and organize work.
- Work confidentially with discretion.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Type or input data accurately at an acceptable rate of speed.
- Learn to operate new software applications.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Operate a variety of office equipment such as a computer and assigned software.

Education and Experience:

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

- Graduation from high school or GED and,
- Two years increasingly responsible administrative assistant experience.

WORKING CONDITIONS:**Work Environment:**

- Indoor/Office environment.
- Constant interruptions.
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Physical Demands:

- Dexterity of hands and fingers to operate a computer and standard office equipment.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information on the telephone or in person.
- Seeing to assure complete and accurate reports and letters.
- Reaching overhead above the shoulders and horizontally to maintain and retrieve files.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.