

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SPECIAL EDUCATION OFFICE ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of responsible clerical duties in support of an assigned program or function of special education.

#### **REPRESENTATIVE DUTIES:**

Perform clerical duties related to the technical aspect of special education such as compiling information from a variety of sources and preparing reports as required by District, Special Education Local Plan Area (SELPA), County, State or federal regulations. *E*

Communicate with non-public agencies and other agencies, local businesses, and District departments to provide or obtain a wide variety of information. *E*

Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide technical information concerning policies and procedures of special education programs according to established guidelines. *E*

Compose correspondence and prepare forms, providing or verifying information related to student attendance and services; receive and route mail to appropriate person. *E*

Compose and distribute reports related to student services and provide assistance to teachers on the use of the Special Education Information System (SEIS). *E*

Check books and materials in and out at circulation desk; check out, distribute and recover audio-visual equipment and media materials. *E*

Schedule and coordinate the use of audio visual equipment and materials; order videos; assure proper use and operation of equipment. *E*

Coordinate student registration for specialized programs and services; facilitate the transfer and maintenance of student records. *E*

Coordinate schedules and communicate meetings, appointments, activities or announcements; schedule appointments. *E*

Receive calls and coordinate with school sites to arrange for certificated and classified substitutes as needed. *E*

Operate a computer workstation to enter, revise and update information; generate records, reports, lists and summaries; utilize various software as required. *E*

Collect and account for fees and other monies received as assigned; monitor and maintain clerical details of office or program budget according to established guidelines; type requisitions and process invoices according to established procedures. *E*

Prepare and maintain detailed logs, files and records; maintain inventory; order supplies and materials as assigned; maintain confidentiality of materials and information. *E*

Assure timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy. *E*

Operate a variety of office machines such as typewriter, computer workstation, calculator, copiers and other equipment as required. *E*

Receive and verify applications for services; recommend status of eligibility for prospective program participants as assigned; maintain records such as enrollment, attendance and absence verification for both students and special education staff. **E**

Attend special education program meetings as assigned to maintain program continuity.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Modern office practices, procedures and equipment.  
Record-keeping techniques, filing systems and information management.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operation of office machines including computer work station.  
Telephone techniques and etiquette.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
General purposes and goals of public education.  
District organization, operations, policies and objectives related to special education issues.  
Special Education policies and procedures.  
Interpersonal skills using tact, patience and courtesy in interacting with parents, staff, and students.  
Methods of collecting and organizing data and information.

**ABILITY TO:**

Perform a variety of responsible clerical duties in support of special education.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Add, subtract, multiply and divide quickly and accurately.  
Meet schedules and time lines.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Perform duties effectively with many demands on time and constant interruptions.  
Plan and organize work.  
Maintain records and prepare reports.  
Type at 45 words net per minute from clear copy.  
Operate a variety of office equipment such as typewriter, computer workstation, copiers and others as required by the position.  
Perform a variety of responsible and complex duties related to special education issues.  
Provide a variety of services to parents, students and District personnel regarding special education issues.  
Enter and retrieve a variety of special education data from a computer.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years increasingly responsible experience working within a school environment or with social services organizations; two years of increasingly responsible clerical experience involving the use of automated office equipment and software; one year working in a Special Education Office or at a school site is desirable.

**WORKING CONDITIONS:****ENVIRONMENT:**

School environment.

**PHYSICAL ABILITIES:**

Seeing to read documents, hearing and speaking to communicate with others, sitting or standing for extended periods of time, dexterity of hands and fingers to operate office equipment, reaching to retrieve and maintain files, lifting, bending, pushing, and moving objects weighing up to 25 pounds.