

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SPECIAL EDUCATION SPECIALIST

BASIC FUNCTION:

Under the direction of the Director – Special Education, perform responsible and complex secretarial and clerical services to assist with administrative and clerical detail; organize office activities and coordinate flow of communications.

REPRESENTATIVE DUTIES:

Perform a wide variety of specialized and responsible duties independently in support of the Director of the department; interpret and apply rules and regulations as appropriate; perform duties to assist the Director with administrative details as appropriate. **E**

Prepare and maintain a variety of records, logs and files including information of a confidential nature, maintain confidentiality of information and records. **E**

Research, coordinate and verify Special Education staff assignments for the District. Follow up, maintain and track Special Education personnel assignments in an effort to monitor staffing ratios to insure compliance with Special Education rules and regulations. **E**

Coordinate the La Vida Teen Parent Program; act as liaison in the coordination of referrals for minors to this program. **E**

Answer phone and greet visitors, determine needs and provide information and assistance regarding a variety of issues. **E**

Provide a variety of information regarding Special Education issues pertaining to the comprehensive District program. **E**

Input data from Individual Education Plan (IEP) into a comprehensive Special Education database; prepare and maintain related files. **E**

Operate a variety of office equipment, including computer workstation and typewriter and copier. **E**

Perform a wide variety of specialized and responsible duties independently in support of the Director-Special Education; interpret and apply rules and regulations as appropriate. **E**

Communicate regularly with District administrators and other employees to discuss and verify information related to school boundaries and attendance. **E**

Train and provide work direction to substitute and extra help clerical support staff as assigned; monitor office workflow and assure compliance with established timelines, procedures and standards of quality. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies and objectives related to special education issues.

Applicable sections of State Education Code and other applicable laws.

Complex office and departmental rules, regulations, precedents and programs.

Special Education policies and procedures.

Interpersonal skills using tact, patience and courtesy in interacting with angry and frustrated parents.

Operation of office equipment, including computer workstation.

Methods of collecting and organizing data and information.
Record-keeping techniques.
Oral and written communication skills.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Perform a variety of responsible and complex duties related to special education issues.
Communicate with parents, students and other family members to answer questions, to calm anger and frustration, and to resolve issues.
Type at 45 words net per minute from clear copy.
Provide and exercise patient and understanding cooperation with parents and students.
Coordinate office operations, including a heavy volume of visitors and phone callers.
Work independently with little direction.
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.
Perform duties under volume-of-work pressure.
Maintain records and prepare reports.
Work calmly and effectively in adverse situations and with constant interruptions.
Work effectively in a multi-ethnic setting.
Analyze situations accurately and adopt an effective course of action.
Work confidentially with discretion.
Read, interpret, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years increasingly responsible experience working within a school environment or with social services organizations; one year working in a Special Education Office or at a school site is desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to constant interruptions and interacting with angry or frustrated parents and guardians.

PHYSICAL ABILITIES:

Bending, pushing, moving, lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate computer and office equipment, hearing and speaking to provide and exchange information, sitting for extended periods of time, and vision to read and assure the accuracy of documents and records.