

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: STAFF ASSISTANT - SPECIAL EDUCATION

#### BASIC FUNCTION:

Under the direction of the Director of Special Education, perform a variety of responsible secretarial and clerical duties to assist the Director and Program Specialists in providing services to District special education students; assure compliance with timelines and procedural requirements; train and provide work direction to clerical office staff; provide information and assistance to parents, school staff and outside agencies related to special education students, programs and activities.

#### REPRESENTATIVE DUTIES:

Perform a wide variety of specialized, technical, and responsible secretarial and program management clerical duties to assist the Director and Program Specialists in providing services to District special education students. **E**

Prepare individual contracts for non-public school students in continuing and special education programs; prepare master contracts for non-public schools; prepare and organize non-public student files, including cumulative and health records. **E**

Arrange and coordinate meetings regarding non-public students with respective parents, teachers, non-public schools and teams, Program Specialists and outside agencies; maintain calendar of meetings and prepare follow-up materials. **E**

Input a variety of identifying student data and IEP information into the District and County Management Information Systems; maintain MIS records for the County on Special Education staff; maintain and update information and contract amounts as needed. **E**

Verify and process invoices for non-public students, including verification of student absences and rate charges; verify calculations and forward according to established procedures; keep track of attendance and expenses to ensure contract cost is not exceeded; enter data into computer; prepare contract and calculation data for Board approval; assure compliance with time lines and procedural requirements. **E**

Train and provide work direction to clerical office staff; assign and review work performance; assure efficient flow of information and office productivity; assist with discipline and grievance issues according to established procedures; prepare time and reports for contractors and substitute employees; input employee absence information into District terminal; prepare monthly payroll. **E**

Provide information and assistance to parents, school staff and outside agencies related to special education students, programs and activities. **E**

Verify non-public students needing to take District proficiency tests; assist in coordinating testing and scoring; maintain student testing records and files; gather and maintain student transcript and credit information and input into District computer system. **E**

Prepare Board agenda items and required copies for the Special Education Department; type correspondence, memos and a variety of materials for department staff; assist with special projects as assigned. **E**

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

Request and arrange for substitute special education instructors and nursing personnel as needed; prepare conference items for staff and submit to Board for approval; maintain and submit required records and reports, including attendance and expense claims. **E**

Assist in coordinating the approval of independent study programs for special education students; maintain records of participating students. **E**

Prepare Board items for approval of contracts, invoices and payments related to a variety of contractors

provide special education services to the District; prepare medical billings. *E*  
Layout and type department and TIP newsletters; distribute newsletters and mail. *E*

Operate a variety of office equipment including a personal computer, typewriter, ten-key machine, copier, FAX machine and Dictaphone. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Special Education procedures, policies and regulations.  
Modern office practices, procedures and equipment.  
Methods, practices, terminology and procedures used in special education.  
Principles of training and providing work direction.  
District organization, operations, policies and objectives.  
Record-keeping techniques.  
Operation of a computer work station and other office equipment.  
Oral and written communication skills.  
Telephone techniques and etiquette.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Assign and review the work of others.  
Train and provide work direction to clerical office staff.  
Perform a variety of responsible secretarial and clerical duties to assist the Coordinator and Program Specialists in providing services to District special education students.  
Provide information and assistance to parents, school staff and outside agencies related to special education students, programs and activities.  
Compose correspondence and written materials independently.  
Communicate effectively with administrators, parents, contractors and outside agencies.  
Assume responsibility and exercise sound judgment.  
Type at 50 words per net minute from clear copy.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Meet schedules and time lines.  
Assemble, organize and prepare data for records and reports.  
Learn, apply and explain policies, procedures, rules and regulations.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science, word processing and other software and four years increasingly responsible clerical and secretarial experience, including at least one year of experience in a school district.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; subject to constant interruptions.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer and office equipment, sitting or standing for extended periods of time, reaching above the shoulders and horizontally to retrieve and file records, lifting, bending, pushing, moving objects weighing up to 25 pounds, and hearing and speaking to exchange information on the telephone or in person.