

Job Summary:

The job of Secretary, Administrator - Special Services is done for the purpose/s of performing a variety of specialized and complex operations that support all aspects of programs within the Special Services division.

Essential Functions:

- < Answers questions about the program from certificated and classified Special Services staff for the purpose of relieving the administrator of the need to address minor program concerns.
- < Composes/creates letters, reports, agendas, forms and other documents for the purpose of administrator support and efficient program operation.
- < Conducts reference checks of potential employees for the purpose of ascertaining the applicant's employability.
- < Conducts/researches a variety of areas/issues associated with best practices methodologies as related to special needs students for the purpose of providing the administrator with information necessary to develop, plan and implement special education programs.
- < Coordinates/facilitates communications between/among the administrator's office and other department administrators, school districts, state and local agencies/companies for the purpose of facilitation of projects and efficient program operation.
- < Creates/develops systems/procedures for the purpose of assuring the proper collection, organization and dissemination of information to staff/agencies/parents/care givers.
- < Interviews/greets callers and visitors for the purpose of providing information and/or to refer to appropriate divisions on routine matters.
- < Maintains the schedule of appointments and meetings for the administrator for the purpose of ensuring that all appointments and meetings with the staff and public are kept.
- < Makes arrangements for meetings, conferences, workshops and business trips for the purpose of coordinating the administrator's schedule.
- < Prepares/monitors working budget amounts, purchase orders, contracts, MOUs, reports and program expenditures for the purpose of insuring that expenditures are coded accurately, are within budget limits and meet audit requirements.
- < Processes/verifies time sheets, employee activity logs and reassignment forms for staff working in/for the Special Services division for the purpose of processing payroll, meeting grant requirements, and verifying expenditures.
- < Disseminates and collects California Alternate Performance Assessment (CAPA) materials for the Special Services Division for the purpose of meeting state mandates.
- < Drafts agendas, collects and packages meeting and in-service materials, and takes minutes of a variety of meetings, some of a sensitive/confidential nature for the purpose of maintaining a record of the same.
- < Assists in coordinating county-wide staff development programs for all levels of staff.
- < Assists in the coordination of training sessions for the purpose of ensuring that advertisements are placed, reservations are made, necessary materials are printed, and evaluation information is collected.
- < Assists in making information available to educational and non-educational agencies for the purpose of making them aware of staff development opportunities.
- < Maintains a database of training curricula/files and registration data and/or student/employee information for the purpose of having pertinent information available upon request.
- < Maintains monthly attendance reports, staff calendars for the purpose of monitoring and tracking absences and coordinating schedules.
- < Looks up student records in Special Education Information System (SEIS) and/or Pupil Records Online Management Information System (PROMIS) student information systems for the purpose of providing information to the appropriate parties.
- < Completes other duties as assigned for the purpose of providing support to the division programs.

Skills, Knowledge and/or Abilities Required:

- < **Skills to:**
 - use a 10-key calculator, computer and software including Microsoft Excel, Word, Outlook and PowerPoint;
 - use computers to maintain and manage data, store and retrieve documents, type reports and presentation materials, and other basic word processing applications;
 - type MOUs, agreements, and contracts fo