

Job Summary:
The job of Secretary to the Assistant Superintendent is done for the purpose of designing, planning, and implementing the necessary office procedures to support the work of the division under the general supervision of the Assistant Superintendent. These tasks include establishing guidelines for documentation of staff activities that meet audit guidelines; record keeping for area, public state and local governmental agencies. Researches changes in legal statutes, especially in the area of special education and alternative education programs for the purpose of making corresponding changes in documents, the Special Education Local Plan, policy development, and special education procedures and alternative education practices. Serves as primary resource in answering incoming calls for the purpose of directing parties to the appropriate division personnel. Represents the Assistant Superintendent, Special Services, for the purpose of providing information to school districts, TCOE staff, and other agencies. Coordinates the preparation and maintenance of all official records of the Superintendents' Governance Committee to ensure compliance with the Ralph M. Brown Act and other state and federal regulations. Responds to inquiries related to the Superintendents' Governance Committee from district superintendents, the public, and other agencies for the purpose of providing information regarding agendas, meetings and actions taken by the committee. Takes minutes for the purpose of maintaining official records and providing factual information. Prepares SELPA Annual Budget and Service Plan for presentation to the Superintendents' Governance Committee, the County Board of Education, and the State Compliance Board. Coordinates, prepares, and ensures the timely submission to the county board and the California Department of Education of the School Accountability Report Cards (SARC) for Special Education, as well as Court and Community Schools for the purpose of complying with state requirements. Designs regular communication to facilitate information flow among the following: Directors of Special Education (DOSE), Superintendents' Governance Committee (SGC), County Board of Education, Program Specialists, Psychologists, and Program Managers for the Severely Handicapped Program. Queries and reviews documentation including budget and general ledger reports, special education staff payroll and labor distribution

reports, and staff directories for compliance purposes and to assist SELPA Administrator with SELPA monitoring and audit requirements. Designs spreadsheets and databases for tracking and processing the payment of expenditures for supplementary services for hearing impaired students in districts, and for district and county special education legal fees for the purpose of ensuring adherence to state and local SELPA policies. Designs the Special Services Division Directory along with the procedures used to regularly update the directory for the purpose of providing an annual up-to-date Division Directory. Creates the format and monitors the development and updates of desk manuals made by clerical staff within the Special Services Division including Court and Community Schools for the purpose of providing an accurate and up-to-date accounting of the tasks and procedures to be performed by clerical staff in order to ensure consistency among the programs; Designs and formats meeting agendas with private school representatives to ensure compliance including determining the student count and calculation of the proportionate share of federal funding to be set aside by the county office and districts for providing services to parentally-placed private school students. Independently composes correspondence for the purpose of assisting the Assistant Superintendent wistaff. Assigns tasks to clerical staff within the