

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: ADMINISTRATIVE SPECIALIST – SPECIAL EDUCATION AND STUDENT SERVICES

DEFINITION: Under the direction of the Director of Special Ed and Student Services within a broad framework of standard policies and procedures, performs a variety of highly responsible, logistical, technical, and analytical support for special ed and student services. This position requires initiative and judgment, high-level problem solving and organizational skills, database and data analysis expertise, a familiarity with student information and data management systems and the ability to verify the accuracy of the work of sites in their role with Special Education and Student Services. Provides overall support to one or more administrators who lead and provide global, district wide support in multiple Federal and State governed program areas. Budgetary oversight is required.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Provide logistical, technical, and analytical administrative support to the oversight area of Special Education and Student Services that include, but are not limited to district special projects, student information, student data management across multiple data-base systems and staff development
- Independently and under the direction of the administrator, perform a wide variety of technical data processing to support the administrator, the department, the department programs, the school sites, and the community
- Develop, maintain, and accurately monitor contracts with outside agencies and service providers
- Develop and maintain spreadsheets to accurately monitor budgets and programs for Special Education, Health, and Counseling Departments
- Maintain accurate accountability for all Homeless and Foster Youth receiving services within the district
- Develop and maintain accurate requests, placements and proper medical documentation for students placed on Home-Hospital Instruction
- Gather, verify and confirm the accuracy of the data in the student information software system (SIS) that will provide appropriate and accurate information for State and Federal reports
- Maintain, update and keep current all student data as required by the State, including but not limited to CASEMIS, SELPA MANAGER and EXCEED and various other State requirements (reports and reporting programs are subject to change)
- In-service, assist, train and support site employees as needed on process, data input and data retrieval, on EXCEED web-based IEP system
- Gather, develop, organize and maintain the records and schedules of the department and/or district program under the auspices of special education and student services as directed
- Responsible for requisition, purchase, verification, maintenance and distribution of district student assessment and curriculum, including but not limited to textbooks and instructional resources
- Type, edit, assess, and interpret reports and information and disseminate results as required
- Maintain and distribute caseload lists, including IEP and assessment due dates
- Collect copies of 504 plans from each school site and maintain an accurate list of those students receiving support
- Collect and maintain transportation emergency forms for all students receiving special education transportation
- Assist with developing accurate lists of students attending extended school year, including collection of registration, transportation forms, and ordering of instructional materials as needed
- Assist with monitoring MAA (Medical Administration Activities) participants and related budgeting activities, including ordering and distributing related materials
- Maintain accurate, confidential files, both active and in-active for all special education students
- Support the administrator in the planning, organization and implementation of special ed/student services events district-wide
- Order, generate and distribute staff development materials and resources
- Order all District health supplies as needed for all school sites
- Generate, and confirm accuracy, and submit district-wide SELPA, State and Federal reports as required for the department
- Provide, organize, and maintain overall support to the administrator and the special ed/student services office
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POSITION TITLE: ADMINISTRATIVE SPECIALIST-SPECIAL EDUCATION AND STUDENT SERVICES, Continued

- Prioritize workload effectively to meet deadlines
- Track all responsible budgets with accuracy, maintaining economic efficiency within the department for purchases and cost of operations
- Proactively assess, evaluate, create, and with administrator support enact process and computer applications that streamline and increase internal department efficiency and quality of operation
- Communicate effectively in person and over the telephone to provide information regarding the Special Education and Student Services Dept., the District, its programs and policies, and respond tactfully and appropriately to staff and the public
- Support office workflow including maintenance of files, office supplies, and other clerical needs of the office
- Type reports, memoranda, correspondence, contracts, purchase orders, and other documents
- Within the scope of the department, provide district-wide support to school sites
- Maintain confidentiality
- Meet all schedules, timelines, and reporting deadlines
- Participate in required trainings to meet current mandates related to legislative requirements
- Maintain current knowledge of the provisions of applicable laws, regulations, legislation, codes and other federal and state policies and procedures related to the function of special education and student services of a public school system
- Other duties as assigned

REQUIREMENTS:

- Ability to use computers and other modern office machines
- Type net 57 words per minute

QUALIFICATIONS:

Knowledge of:

- Provisions of applicable laws, regulations, legislation, codes and other federal and state policies and procedures related to the function of special education and student services of a public school system
- Computerized data base management concepts and application
- Methods and techniques of project management
- District rules and procedures relating to the department
- Responsible clerical functions and office procedures
- Modern office methods, practices and procedures; receptionist and telephone techniques
- Proper English usage, spelling, grammar and punctuation; techniques of letter and report writing
- Time management/organizational techniques
- School district organization, functions, policies, rules and regulations

Ability to:

- Work proficiently on computer programs
- Work under pressure and with frequent interruptions
- Multi-task, complete projects, and meet deadlines
- Perform complex and varied tasks
- Establish and maintain effective relationships with those contacted in the course of work
- Work with minimum supervision; organize and prioritize work effectively
- Type from oral direction, rough draft, copy or notes from a variety of routine and complex materials including correspondence, tests, reports, memoranda, lists and documents
- Make mathematical calculations quickly and accurately
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations
- Work well independently and as part of a team
- Self evaluate and update skills and knowledge to maintain the utmost efficiency

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EDUCATION AND EXPERIENCE:

- Completion of the twelfth grade
- Three years of verifiable work experience, preferably in a school district office level setting, Special Education/Student Services Office most preferred, encompassing highly responsible data analysis and office organizational experience that include computer skills using a variety of software and database applications
- College degree and or coursework in business and/or computer programs is desirable

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal. Ability to travel between school sites

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license
- Valid CPR/First Aid Certification is desirable

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures

Adopted by the Board of Education

Revised and Approved: 5/3/12