

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT
Human Resources Department

SPECIAL SERVICES TECHNICIAN

Job Description

JOB SUMMARY:

Under supervision of the Director of Special Services or designee, performs complex and difficult secretarial and clerical duties and assists the special services staff by performing routine administrative tasks and other related duties as required.

REQUIRED QUALIFICATIONS:

Ability to:

- Handle secretarial/clerical and minor administrative duties independently;
- Compile data and organize reports;
- Understand and carry out complex oral and written directions;
- Learn special terminology related to special education and to follow state laws and district policies pertaining to special education and student support services;
- Interpret and apply District rules and policies with good judgment;
- Work with computers and computer software and become skilled with new programs quickly;
- Effectively prioritize workload and produce precise work in a limited amount of time;
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work;
- Effectively deal with the public and handle confrontational situations professionally.

Knowledge of:

- Office methods, practices, and filing systems;
- School district policies, rules, regulations, and laws;
- Receptionist and telephone techniques and proper public relations;
- Operation of standard business machines with skill, knowledge, and accuracy;
- Operation of computer programs including word processing, spreadsheets, database software;
- Letter and report writing, including proper English usage, grammar, spelling, and punctuation.

Education:

- Equivalent to completion of the twelfth grade;
- Supplementary college or business college level secretarial and computer classes preferred;
- Passage of District administered proficiency test.

Experience:

- Two years of responsible secretarial experience.

ESSENTIAL FUNCTIONS:

- Performs a variety of secretarial and clerical duties for the District Psychologists, Counselors, Nurses and the Special Services Department;
- Works with and assists school principals and special education teachers, as well as parents;
- Assists the Special Services staff in coordinating services with the community such as private schools, high school, Head Start, Mental Health, county programs, etc.;
- Assists parents and the public with routine matters by furnishing information or referring them to the appropriate person or agency;
- Maintains schedules, appointments, and calendars;

- Transcribes, types, or uses computer programs to generate reports, forms, and other correspondence.
- Independently writes letters on routine office matters. Prepares correspondence as mandated by State law to parents of special education students;
- Prepares and maintains files for students and processes referrals requesting psychological testing, speech services, county services, etc.;
- Logs and documents contacts and communications with parents, schools, agencies, etc.;
- Collects information on student transfers for placement purposes from the prior school by phone followed by written communication;
- Provides transfer information to other schools and/or agencies, sends copies of appropriate records, and scheduling transition meetings, if necessary;
- Prepares purchase orders for special services departments and maintains and distributes county/district forms throughout the year;
- Prepares periodic reports that may involve testing/placement data for staff, district, and county.
- Maintains the Special Education Information System data base on special education programs/students;
- Assists staff with requests and routing of student records;
- Assists with data entry into the district's student data base system;
- Assists with data collection and coordination of the Medi-Cal, LEA, and MAA programs;
- Arranges special education busing and handles associated problems;
- Assists with Kindergarten registration process;
- Uses a high degree of confidentiality in the work which is of a sensitive nature;
- Performs other related duties as assigned.

WORKING CONDITIONS

Environment:

- Office environment; subject to constant interruptions by students, parents, and staff;
- Regular contact with parents, community members, staff, and students.

Physical Abilities:

- Sufficient vision to read material with or without vision aides;
- Sufficient dexterity of hand and fingers to operate a computer and office equipment;
- Sufficient hearing to conduct in-person conversations with students, teachers and parents;
- Ability to sit or stand for long periods of time;
- Ability to kneel, bend, push, pull, and reach to retrieve and maintain files;
- Physical, mental and emotional stamina to endure demanding conditions.
- Ability to lift at least 30 pounds.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Employment: 12 Month Employee
Confidential Employment Status**

Board Approved: June 14, 2011