

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SPECIAL EDUCATION SERVICES ASSISTANT

DEFINITION:

Under the direction of the Senior Director, Special Education Local Plan Area (SELPA), perform a variety of complex clerical duties to coordinate student services between District and the transportation service providers; maintain accurate, organized and auditable records and files; perform related clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate student services between District and transportation service providers; receive and process transportation requests and emergency forms; order and distribute bus tickets and monthly passes; record and verify data regarding Individual Educational Plans (IEPs) related to student's transportation needs; communicate transportation issues and concerns with administrators, teachers and parents.
- Advise District staff and Special Education Administrator on student transportation and Home and Hospital services procedures and program requirements; coordinate with teachers for home instruction delivery services; compile monthly pupil count for students signed up for transportation and Home and Hospital services; process pay claims and verify accuracy of attendance sheets for Home and Hospital instructors.
- Maintain and manage accurate student records database and services provided for Home and Hospital and transportation programs; input bus incident reports, class lists, bus ticket logs, Home and Hospital instruction reports, and transportation cost comparisons and analyses; maintain an accurate database related to student information and services for Home and Health and transportation.
- Communicate with school site personnel, parents and Special Education Administrator to exchange information, coordinate activities, and resolve issues or concerns; receive, greet and direct visitors, staff, students and parents; communicate with staff and vendors regarding transportation concerns and issues.
- Respond to inquiries and provide a variety of routine information to District personnel, students, parents and the general public; review and track incident reports regarding conduct of students while on the buses; prepare various assigned reports, notices, permits, schedules, requisitions, and other related documents.
- Perform a variety of routine clerical duties including typing, filing, duplicating and distributing materials; proofread typing assignments for accuracy and completeness.
- Prepare and maintain logs, files and records; sort, alphabetize and file materials; assist in maintaining an accurate and current record of program revenues and expenditures by account; maintain accurate, organized and auditable files.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of experience in accounting, bookkeeping, clerical, secretarial work performing complex administrative tasks.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

DESIRED QUALIFICATIONS:

- Two years college course work or training in secretarial, clerical, bookkeeping, accounting or general office procedures, including computer data entry.

Knowledge of:

- Telephone techniques and etiquette.
- Modern office practices, procedures and equipment.
- District policies, procedures, rules and regulations.
- Basic record-keeping and filing techniques.
- Transportation and Home and Hospital programs organization, policies and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Answer phones and greet and assist visitors, staff, students, and parents.
- Receive, greet and direct visitors, staff, students and parents.
- Perform a variety of routine clerical duties.
- Understand and assist in resolving issues, complaints or problems.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Complete work with interruptions.
- Plan and organize work.
- Meet schedules and timelines.
- Maintain records and prepare reports.

WORKING CONDITIONS:**Work Environment:**

- Indoor office environment.
- Constant interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 11/9/2010

Unit Approved: 11/22/2010

Board Approved: 12/13/2010

FLSA Status: Non Exempt

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