

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

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JOB TITLE: Special Education Secretary
SUPERVISOR: Director of Special Education/District Psychologist and Superintendent

SALARY RANGE: Range 6

Examples of Important and Essential Duties and Responsibilities:

This position performs a variety of secretarial/office support for the special education administration office and district office. This individual must be highly proficient, professional and accurate in his/her duties. Duties include dealing with a wide variety of information on a strictly confidential basis. Essential functions may include, but are not limited to the following:

Duties and Responsibilities:

- ✓ Provide secretarial support to the special education staff and administration
- ✓ Manage and maintain special education files for all special education students
- ✓ Prepare necessary forms for IEP meetings
- ✓ Schedule IEP meetings
- ✓ Maintain special education calendar and clerical log
- ✓ Enter all special education information in appropriate databases, monitor accuracy, and run reports as needed
- ✓ Distribute teacher or service provider class lists monthly
- ✓ Handle phone calls and/or written communication to parents and/or other agencies as necessary
- ✓ Attend special education staff meetings
- ✓ Sort and distribute incoming mail to special education office
- ✓ Filing, copying, faxing as needed
- ✓ Check accuracy of all special education paperwork prior to submittal
- ✓ Assist in monitoring of program budgets and budget record keeping
- ✓ Order supplies, maintain inventory of supplies and forms, and process purchase requisitions as needed for special education programs
- ✓ Other duties as assigned

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

Physical Requirements

Employees in this position must have the ability to:

1. Stand, walk, use hands and fingers to handle or feel objects and talk or hear.
2. Sit for extended periods and frequently squat, bend, stoop, kneel, climb stairs, reach forward and overhead, and push/pull items such as desks, tables or chairs.
3. See and read a computer screen and printed matter with or without vision aids.

4. Hear and understand speech at normal indoor levels, outdoors and on the telephone.
5. Speak in audible tones so that others may understand clearly inside, outdoors and on the telephone.
6. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
7. Lift up to 25 pounds to shoulder height and carry objects weighing over 15 pounds.
8. Maintain physical, mental, and emotional stamina to endure work hours under sometimes stressful conditions and constant interruptions.

Work Environment

Employees in this position will normally perform work in an office environment and come in direct and frequent contact with students, and the public.

Required Education and Experience

1. Previous experience in secretarial position.
2. High School diploma or equivalent.
3. Experience using technology in an office setting. (Two years preferred)
4. Obtain a score of 70% or better on clerical/computer tests.
5. Valid Driver's License, Criminal Justice Fingerprint Clearance, TB Clearance
6. Possession of valid First Aid/CPR Certification
7. Knowledge of protocol for bloodborne pathogens.

Required Testing

- Pre-employment Proficiency Test on clerical/computer applications, typing (minimum 40 words per minute), English usage, and mathematics.

Desired Qualifications

Previous secretarial experience in a school district or government setting.

Knowledge of:

1. Proper English usage, grammar, spelling, vocabulary, and punctuation.
2. Modern office methods, procedures, and practices, including filing systems, business correspondence, and telephone techniques.
3. Filing systems and records development and maintenance techniques.
4. Standard bookkeeping and record keeping.

Ability to:

1. Work independently with minimal direction, use initiative, and prioritize and coordinate work flow to meet established deadlines.
2. Maintain the confidentiality and security of sensitive information and files.
3. Learn the operations, procedures, policies, requirements, and legal procedures of the sites and district.
4. Interpret, understand and apply site and district policies, procedures, rules and regulations, and both oral and written directions with good judgment in a variety of situations.
5. Establish, organize, and maintain accurate filing and record keeping systems including a computer data base.
6. Proofread and make mathematical calculations quickly and accurately.
7. Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
8. Operate a variety of standard office machines and equipment such as calculator, copy machine, telephone, computer, etc.

9. Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties including students, co-workers, staff, supervisors, and the public
10. Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, and disabilities of students, teachers, administrators, and staff.
11. Maintain consistent, punctual and regular attendance.
12. Quickly learn and be able to coordinate multiple tasks.
13. Be a well organized, logical thinker.
14. Meet and maintain the physical requirements necessary to perform assigned job duties in a safe and effective manner.

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals in this position and additional duties may be assigned.

ADOPTED: April 10, 2019

PVUESD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The District prohibits sexual harassment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or his designee.

At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have received a copy of this job description:

Signed

Date