

## SECRETARY I - SPECIAL EDUCATION

**CLASSIFICATION:** Classified

**IMMEDIATE SUPERVISOR'S TITLE:** Director of Special Education

**EVALUATOR'S TITLE:** Director of Special Education

**JOB SUMMARY:** Under the supervision of the Director of Special Education, provide responsible and confidential secretarial support to special education staff. Employees in this position may be responsible for duties specific to the Full Inclusion Program, or the Special Education Program.

**ESSENTIAL DUTIES:**

- Telephone communication to request information, schedule meetings, relay messages
- Explain district special education procedures over the phone and in person
- Independently prepare correspondence
- Provide responsible clerical assistance to the special education staff
- Develop and maintain computer spreadsheets and data bases
- Set up and maintain confidential student files
- Gather and prepare student data as requested

**OTHER DUTIES:**

- Photocopy as requested
- Pick up and deliver mail, files and special education documents
- Prepare purchase orders
- Requisition supplies

*Special Education Program:*

- Serve as secretary to the Director of Special Education and District Psychologist
- Prepare non-public school billing
- Prepare monthly non-public school attendance reports

*Full Inclusion Program:*

- Coordinate collection and reporting of data for Medi-Cal billing program
- Monitor Medi-Cal and Full Inclusion budgets for West Sonoma County Special Education Consortium
- Prepare and distribute Occupational Therapy contracts; follow up on services, renew as needed

**EMPLOYMENT STANDARDS:**

- **Training and Experience** - One year of responsible clerical experience. Intermediate computer skills in word processing, spreadsheets and databases. Knowledge of: basic math and basic bookkeeping; office equipment and procedures. Ability to: perform secretarial duties; work with confidential information; interact with staff; work independently. Good organizational skills
- **Physical Effort/Working Environment** - Indoor work environment; occasional lifting of parcels up to 20 pounds.

- **Licenses/Certification** -A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required. Fingerprint clearance required.
- **Education** - Completion of twelfth grade or equivalent.

West Sonoma County Union High School District  
Classified Salary Schedule - Range 26  
Approved: June 17, 1999  
Revised: