

## **JOB DESCRIPTION**

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### **PERRIS ELEMENTARY SCHOOL DISTRICT**

### **DEPARTMENTAL SECRETARY – SPECIAL EDUCATION/STUDENT SERVICES**

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#### **Brief Description of Position**

Under the direction of the Director of Special Education/Student Services, or assigned administrator, provides varied, complex and responsible departmental secretarial support; relieves administrators of clerical and administrative details by coordinating, organizing, supervising, and participating in the various operational aspects of Special Education and Student Services; performs other related duties as assigned.

#### **Duties and Responsibilities**

- Serve as a personal and confidential departmental secretary for department administrators.
- Screens visitors, telephone calls and mail.
- Assists the department administrators in composing and preparing correspondence related to Special Education/Student Services.
- Composition of letters, memoranda and reports including material of a confidential nature.
- Interpret and apply District policies relating to employer-employee relations.
- Compile data for reports by researching and summarizing information.
- Assist in preparing divisional budget.
- Review and process incoming documentation and prioritize based on urgency for administrator's review.
- Assists in the processing agency referrals (e.g., IRC, NPS, RCOE)
- Arranges transportation for special needs students (e.g., special education, 504, homeless, other).
- Assists in the processing of low incidence services equipment requests.
- Assists in the processing of interim and referrals to RCOE placement.
- Provides support and assistance with specialized Student Services functions (enrollment, suspensions, expulsions, and attendance SART/SARB).
- Provides support and assistance with specialized Special Education functions (SEIS, CALPADS, and other applicable databases).
- Requests/responds to requests for special education student records.
- Develop procedures to maintain organization efficiency; facilitate implementation of policies and programs related to Special Education/Student Services.
- Independently composes correspondence concerned with non-policy matters.
- Schedules appointments and meetings, luncheons and trips for designated personnel.
- May give direction to other clerical level personnel.

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- Perform intricate and responsible secretarial duties, relieving assigned administrators of administrative details.
- May assist with training of clerical support staff.
- Serves as a liaison and makes special contacts on behalf of the department administrators with District staff and other organizations.
- Arranging for facilities, equipment, resource materials, and services for meetings and special projects.
- Supervising and participating in the reception of visitors, telephone calls, and mail; exercising discretion regarding their urgency and possible redirection to others; giving out approved information and assisting callers and visitors in making satisfactory contacts.
- Assists in the maintenance tasks managing special education forms online; add student(s) to the system; add user(s) to the system; change user passwords as necessary; import maintenance data as required; manage transfer of student(s); manage access control; assists in providing technical support to forms trainers and staff; assists in the selection and monitoring of special education forms for sub administrators.
- Performs other duties as required.

#### **Knowledge:**

- Primary operations of school district support services; principles, practices, and methodologies of Cabinet-level administrator's office; general office equipment, and related software; legal mandates, policies, regulations, and procedures which govern the administrator's area of responsibility; correct English usage, spelling, grammar, and punctuation; preference of correct Spanish usage, spelling, grammar, and punctuation; efficient in collecting and processing data; principles of supervision; effectively communicating and maintaining a professional environment.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Record keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Performs highly responsible and complex secretarial duties.
- Compile and organize complex material and summarize discussions and actions taken in report form.
- Operate a variety of office equipment including different computer platforms, typewriter, scanner, copier.
- Establish and maintain a variety of complex and confidential files and records.
- Establish and maintain cooperative and effective working relationships with others.
- Type at 50/60 net words per minute from clear copy.
- Analyze situations accurately and adopt an effective course of action.
- Make mathematical calculations with speed and accuracy.
- Understand and work within scope of authority.
- Work independently with little direction.

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- Meet schedules and time lines.
- Work confidentially and with discretion.
- Communicate effectively both orally and in writing.

#### **Ability:**

Coordinate, organize, and monitor the overall functions of the Special Education/Student Services office; maintain accurate and confidential records; interpret and apply District and divisional policies with sound judgment; efficiently perform highly confidential and responsible secretary functions and activities; analyze situations and make decisions based on procedures without immediate supervision; interpret and follow through on oral and written instructions; compose correspondence independently; communicate effectively at all levels; work autonomously in a changing environment; develop and maintain collaborative relationships with staff members, union representatives, and members of the community; maintain a professional calm demeanor.

#### **Physical Demands and Working Conditions**

- Typical office environment.
- Subject to frequent interruptions.
- Physical Abilities: Hear and understand speech at normal levels and on the telephone; speak so that others may understand at normal levels, on the telephone and exchange information; seeing to read a variety of materials; dexterity of hands and fingers to enter data using a computer keyboard; stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

#### **Experience:**

Four years of broad and increasingly responsible secretarial experience, including at least two years of experience in an educational organization.

#### **Education:**

Equivalent to completion of twelfth grade, preferably supplemented by additional course work or training in office management, advanced secretarial skills; public relations, or related areas.

#### **Licenses, Certificates, and Testing**

- Pre-employment physical and drug test.
- A current and valid Tuberculosis (TB) clearance.
- Fingerprint clearance for school personnel.
- Must possess a valid California driver license during the course of employment and be insurable by the District's liability insurance carrier.

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- Pass a District test with a score of 70% or better.

#### **Work Year and Salary:**

245 work days, Row 26

Job Description — Departmental Secretary – Special Education/Student Services  
Board approved – August 10, 2023