

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SCHOOL OFFICE COORDINATOR - SPECIAL EDUCATION

BASIC FUNCTION:

Under the supervision of the Principal – Special Education, performs a variety of highly responsible administrative and operational support functions for an assigned special education cluster of student/instructional programs; coordinates the day-to-day operations of an assigned cluster office and sites; relieves the Principal of routine administrative matters; prepares and maintains various records and reports; assures accuracy of data and compliance with state and federal requirements.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification work directly with a special education cluster Principal, responsible for multiple special education sites with a large number of staff and students. Responsibilities for the School Office Coordinator-Special Education may include staff, administrative, program or student matters or a combination these in an environment where the Principal is often at the work sites or in required meetings. Incumbents are expected to exercise independent judgment by relieving the site administrator of routine actions not requiring the Administrator/Principal's immediate attention, and serve as a resource to other County Office departments, the public, and community service agencies, such as, but not limited to emergency response teams.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Coordinates a variety of activities to assist the Principal with administrative matters and operational support functions for an assigned special education cluster of student/instructional programs; coordinates the day-to-day operations of an assigned cluster office and sites in areas such as budgeting, purchasing, data management and related functions; prepares and accurately maintains a variety of reports, files and statistical data relating to students, staff, operations and activities.

Compiles and collects data; prepares documents for compliance audits in accordance with state and federal requirements and mandates; assures accuracy of data and meets established deadlines for IEP's, CALPADS reports and other assigned funding reports.

Maintains and modifies student cumulative files and records; maintains a collection of diverse databases; maintains legal files for due process; maintains confidentiality of privileged and sensitive information; assures timely responses as necessary.

Organizes and coordinates communications between Principal, staff, students, parents, personnel, the community and explains Board policies and administrative procedures as needed; resolves issues or refers to appropriate staff or department according to established guidelines and procedures.

Receives, processes, facilitates and disseminates student and instructional program information between the school office and staff, parents, students, public and community agencies.

Monitors and maintains staff absence reports; arranges for substitutes for classified and certificated employees; coordinates coverage of classrooms with the Principal; prepares and maintains classified and certificated substitute time sheets; provides keys and direct substitutes to classrooms as appropriate; distributes and manages school keys; provides orientation for substitutes, itinerant staff and volunteers.

Assists the Principal to carry out school policy, planning, and procedures; assists the Principal with special projects and assignments as directed.

Performs secretarial duties for the Principal; maintains and prepares monthly calendars and schedules; processes incoming and outgoing mail; composes correspondence and bulletins independently or from dictation as requested; schedules appointments, conferences, meetings and classroom visitations.

Answers telephone calls and directs calls to appropriate personnel; takes and relays messages as appropriate; greets visitors; receives and responds to emails; maintains main office voicemail.

Monitors budget activity, position control numbers and teacher instructional supplies accounts; reconciles accounts and inform the Principal and Teachers of current status; receives and submits monies collected for special programs and other purposes.

Performs financial record-keeping and bookkeeping duties related to various school funds; posts accounts receivable and payable; balances checkbook; prepares bank deposits, vouchers and checks for signature; presents books for reconciliation or audit as required.

Provides input concerning staff interviews and evaluations as requested.

Processes certificated, classified and substitute payroll as assigned; collects sign-in sheets for substitutes and extra time forms from permanent employees; tracks and maintains accurate absence records and reports concerning personnel including use of sick time, vacation and leaves; receives and distributes paycheck warrants to staff.

Maintains appointment and activity schedules and calendars; receives and processes travel request forms for staff attending conferences; coordinates travel arrangements, meals and hotel reservations as necessary; submits receipts for processing travel reimbursement claims.

Inputs a variety of data into an assigned computer system; establishes and maintains automated records and files; initiates queries, develops spreadsheets, manipulates data and generates various computerized lists and reports as requested; assures accuracy of input and output data; confers with technical and programming staff regarding system modifications and information needs.

Prepares, reviews, and maintains a variety of school, student and personnel records related to student enrollment and withdrawals, transcripts, class rosters, ADA, transportation, nutrition, health, discipline, cumulative folders and staff evaluations as required.

Assists in the organization and development of the school safety plan and other emergency procedures or plans to assure emergency preparedness; assists with safety inspections of school sites.

Processes IEP's in accordance with established guidelines, policies and procedures; inputs information into an assigned database and archives completed files; maintains calendar of scheduled IEPs; provides assistance to faculty regarding IEP functions; submits requests to transfer historical IEPs, documents and data as required; reviews IEP data correlation between all currently used bridges in accordance with established guidelines.

Verifies lunch applications for the free and reduced lunch program; collects funds, prepare cash transmittals and submit monthly reports, and may determine student eligibility.

Prepares and submits service requests, building maintenance and work orders; consults with the Maintenance and Operations and Information Technology departments to resolve problems and arrange for maintenance, classroom moves and repairs as needed.

Monitors inventory levels of site equipment, furniture and supplies; orders, receives and maintains appropriate levels of inventory as required; prepares, processes and codes purchase orders and invoices as assigned.

Prepares materials describing new procedures and standards; communicates changes in policies and procedures to staff members; assures adherence to policies and procedures by staff members; provides technical information and assistance related to office or program operations, policies and procedures.

Prepares bus service requests for students; updates addresses schools and added services; submits changes to appropriate transportation agencies; coordinates maintenance and records for special education vehicles and updates list of qualified drivers; arranges for vehicle repairs as needed.

Communicates with administrators, parents, teachers, vendors, personnel and outside organizations to coordinate activities, resolves issues and conflicts and exchange information.

Assists in the supervision of students referred to the office.

Registers, releases or transfers students according to established guidelines and procedures; assists in the completion and receipt of enrollment forms; enters student and family data into an assigned computer system; assists parents and families in completing intake and registration forms; reviews forms for completeness and accuracy; interprets and explains student and instructional program procedures and policies to parents, students and school staff.

Provides training, guidance and assistance to other cluster personnel.

Attends meetings, workshops, in-services and trainings; takes minutes as required; serves on committees as assigned; distributes notice of meetings to invitees and parents; assists teachers and staff in registering for upcoming trainings and workshops; notifies staff of upcoming activities, in-services, trainings and testing dates.

Operates a variety of office equipment including calculator, copier, printer, fax machine, computer and assigned software; drives a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Special education and school office terminology, practices and procedures.

Modern office practices, procedures and equipment.

Statistical record keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Information systems used in Special Education student programs.

SEIU contracts and various provisions applicable to staff such as payroll, absences, lunches, breaks and layoffs.

Principals of training and customer service.

Letter and report writing skills.

Applicable sections of State Education Code and other applicable laws, codes and regulations.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Organizational operations, policies and objectives.

Operation of a variety of office equipment, a computer and assigned software.

ABILITY TO:

Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.

Understand and perform duties within scope of authority.

Establish and implement revised office procedures as needed and according to established guidelines.

Understand and follow oral and written directions.

Compose correspondence independently.

Type or input data at an acceptable rate of speed.

Perform duties effectively with many demands on time and constant interruptions.

Work independently with little direction.

Provide training, guidance and assistance to other cluster personnel.

Establish and maintain cooperative and effective working relationships with others.

Understand, interpret, apply and explain rules, regulations, policies and procedures.

Operate a variety of office equipment, a computer and assigned software.

Plan and organize work.

Meet schedules and timelines.

Maintain good public relations with students, parents, teachers and the public.

Communicate effectively both orally and in writing.

Compile and maintain accurate records, verify data and prepare reports.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school and supplemented by one year of college-level course work in a related area of study, and three years of clerical or secretarial experience involving frequent public contact, supplemented by successful completion of an administrative assistant, office management, or secretarial training program.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Sitting for extended periods of time.

Kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read, prepare and assure the accuracy of documents.

Moving and transporting office materials and lifting light objects.

Approved by Personnel Commission: December 14, 2016



Kristin Olson
Director-Classified Personnel Services

Date: 12/14/16