

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: SPECIAL EDUCATION SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, performs a variety of records management, financial records management and auditing, contract development and review, legal settlement case management and review, and data control duties involving Special Education programs; understands and applies Special Education policies and current law; coordinates flow of communication and information as related to assigned duties and responsibilities; prepares and maintains a variety of manual and automated records and reports related to assigned activities.

#### **DISTINGUISHING CHARACTERISTICS:**

The Special Education Specialist performs specialized and complex administrative duties for the Special Education Department, frequently pertaining to financial, contractual, and legal matters; this position is responsible for the management, review, and evaluation of complex legal and contractual documents. This entails completing a variety of office tasks, ranging from routine responsibilities to complex projects. The office environment and assigned work may be subject to constant change.

#### **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:**

Performs a variety of specialized and complex responsibilities in support of the Special Education Department, frequently pertaining to financial, contractual, and legal matters, which may entail working on routine or complex matters.

Performs a variety of budgeting, financial recordkeeping, and accounting duties in support of Special Education programs and projects; monitors fiscal activity and funds and for income and expenditures, and compared to established budget allocations; assists in assuring expenditures do not exceed established budget limitations, including, but not limited to reviewing and reconciling invoices; calculates, prepares and revises accounting and budgetary data; balances and reconciles assigned accounts and budgets as required; processes budget transfers and purchase orders.

Assists in the development and evaluation of contracts with Special Education service providers; reviews contracts for completeness and accuracy; assures contract payments occur accurately and timely, which includes, but is not limited to setting up purchase orders for payments; assists in monitoring contracts so that negotiated services are provided.

Receives, logs, and monitors legal settlements for Special Education; assists in evaluation and review of legal settlements; ensures any negotiated payments are distributed accurately and timely.

Obtains and maintains accurate data and current files on students; assures accuracy, security, and proper order of files; maintain confidentiality of sensitive information.

Compiles information and prepares and maintains a variety of records and documents involving special education programs; performs records management and data control duties; researches, compiles and verifies a variety of data and information.

Establishes and maintains filing systems; inputs a variety of data into an assigned computer system; establishes and maintains automated records and files; initiates queries, develops spreadsheets, manipulates data and generate various computerized lists and reports as requested; assures accuracy of input and output data; computes statistical information for various reports as necessary.

Provides technical information and assistance related to Special Education programs as related to current laws, rules, regulations, policies and procedures.

Exercises independent judgment in resolving a variety of issues; refers difficult issues to the administrator as needed.

Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Department or program organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Terminology, practices and procedures of assigned office.

Record-keeping and filing techniques.

Business letter and report writing, editing and proofreading.

Telephone techniques and etiquette.

Modern office practices, procedures and equipment.

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

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Methods of collecting and organizing data and information.

Mathematic calculations necessary for budget management and control.

**ABILITY TO:**

Learn organizational operations, policies and objectives.

Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Compose correspondence and written materials independently or from oral instructions.

Answer telephones and greet the public courteously.

Complete work with many interruptions.

Compile and verify data and prepare reports.  
 Maintain a variety of records, logs and files.  
 Utilize a computer to input data, maintain automated records and generate computerized reports.  
 Establish and maintain cooperative and effective working relationships with others.  
 Meet schedules and time lines.  
 Work independently with little direction.  
 Communicate effectively both orally and in writing.  
 Add, subtract, multiply and divide with speed and accuracy necessary budget management and control.  
 Maintain confidentiality of sensitive and privileged information.

**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 complex clerical experience demonstrating evidence of receiving, logging, and monitoring fiscal, qualitative, and quantitative data, and contract review and monitoring.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
 Constant interruptions.

**PHYSICAL DEMANDS:**

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

Approved by the Personnel Commission: September 14, 2016




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Kristin Olson  
 Director – Classified Personnel Services

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09/14/2016

Date