

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SELPA ADMINISTRATIVE SPECIALIST

BASIC FUNCTION:

Under the direction of the Director, SELPA, organize and direct office operations and activities in support of an assigned department; coordinate and direct personnel functions and/or fiscal activities to assure smooth and efficient running of office operations; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct office operations and activities in support of an assigned department; establish and maintain office time lines and priorities; assure office activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures.

Coordinate, direct and implement financial activities to assure efficient office operations; collaborate with administrators, personnel and outside agencies in the development and implementation of projects, goals, objectives, services and activities; monitor progress of projects

Oversee the review, evaluation, maintenance and adjustment of related funds, budgets and accounts; assure accurate accounting of funds including income and expenditures; direct activities to assure proper collection of revenue and disbursement of payments.

Identify, schedule, coordinate and facilitate staff development opportunities aligning the Special Education Eligibility Criteria categories and the unique needs of related service providers at the county and district level including, but not limited to, school psychologists, Speech Language Pathologists, and Occupational Therapists.

Monitor and schedule SELPA sponsored workshops and trainings; design flyers, oversee registration processes, collect and deposit registration fees; coordinate workshop activities with catering and conference room staff.

Identify specific areas of an Individualized Education Program (IEP); facilitates and coordinates the purchase of equipment for children with low incidence disabilities including the financial budgetary analysis and district financial implications.

Identify and explain Federal and State special education policies and procedures to school district representatives and the general public. Mediate and facilitate information requests and intra-district individual special education service concerns; maintain confidentiality of sensitive information.

Interface with the community and parents to ensure coordination of services and communication with district representatives.

Oversee work completed insuring accurate and timely minutes, telephone conference scheduling and responsive communication to all stakeholders. Schedules meetings, appointments and

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conferences; reserves meeting sites; makes travel arrangements; contacts and confirms appointments, meetings and conferences; attends meetings and takes minutes as necessary.

Develops contracts for the program ensuring timelines, payments and facilities are effectively managed.

Receive process, facilitate and disseminate information between the department and other COE departments, school district representatives. Establishes and maintains records, filing systems, and logs; maintains staff calendars as assigned; monitors and maintains staff attendance; prepares department attendance reports for payroll. Coordinates and maintains local district and department calendars, rosters and countywide district directories.

Coordinate and direct office operations to assure accurate and timely completion of clerical activities and meet department and office needs as assigned; oversee the preparation and distribution of correspondence, agenda items and informational materials related to assigned functions; review office documents to assure compliance with established standards and requirements.

Supervise, train and evaluate the performance of assigned personnel; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Provide consultation to administrators, personnel, outside agencies and the public concerning office operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related standards, requirements, policies and procedures.

Plan, organize and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of department funds and budgets as assigned; review and analyze financial statements, records and reports to assure accuracy and completeness.

Oversee and participate in the preparation and maintenance of a variety of narrative and statistical records, reports and files related to programs, projects, accounts, personnel, financial activity, budgets and assigned duties; oversee the processing of forms and applications.

Provide technical information and assistance to administrators concerning office activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Operate a variety of office equipment including a computer and assigned software; oversee automated record-keeping and reporting functions related to assigned office and functions.

Attend and conduct a variety of meetings as assigned; prepare and present oral presentations concerning assigned office and department operations and activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of office operations and activities in support of an assigned department.

Applicable laws, codes, regulations, policies and procedures.

General practices and procedures involved in the review, evaluation, maintenance and adjustment of funds budgets and accounts.

Principles and practices of supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software pertaining to program needs.

Aspects of services provided to special needs children.

Record-keeping techniques.

Business letter and report writing, editing and proofreading.

Basic public relations techniques.

ABILITY TO:

Organize and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of department funds and budgets as assigned.

Train and coordinate the performance of assigned personnel.

Collaborate with administrators, personnel and outside agencies in the development and implementation of office projects, goals, objectives, services and activities.

Assure adequate resources and personnel levels to meet department and office needs.

Establish and maintain timelines and priorities.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with course work in secretarial science or related field and three years of increasingly responsible secretarial or administrative assistant experience. Experience working in a special education program or similar setting preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

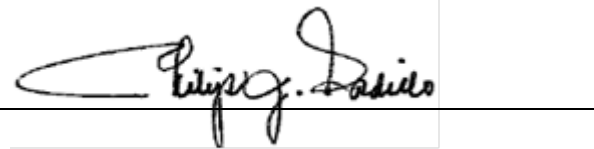
Dexterity of hands and fingers to operate a computer keyboard.

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Seeing to read a variety of materials.
Sitting for extended periods of time.

Approved by Personnel Commission: July 2, 2012

Philip J. Gordillo
Executive Director of Human Resources



A handwritten signature in black ink, reading "Philip J. Gordillo", is written over a horizontal line. The signature is contained within a rectangular box that is partially cut off on the right side.

Date:

July 2, 2012
