

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SPECIAL PROGRAM ASSISTANT - BILINGUAL

BASICFUNCTION:

Under the direction of the Executive Director- Special Education, locate, identify and determine the eligibility of District students for inclusion in a designated special program; operate a computer and assigned software to input data and generate a variety of mandated and requested reports related to student enrollment and attendance, special education programs and assigned activities; prepare and maintain manual and automated records in support of assigned special education programs; perform related clerical duties.

REPRESENTATIVE DUTIES:

ESSENTIALDUTIES:

Locate, identify and determine the eligibility of District students for inclusion in a designated special program; contact students and their parents/guardians to schedule eligibility determination meetings; obtain eligibility information from students and parents/guardians; review and complete eligibility documents.

Input a variety of data related to special education students, programs, attendance, enrollment and activities into an assigned computer system; develop queries and generate a variety of mandated and requested computerized reports according to established procedures and time lines; ensure accuracy of input and output data; submit reports to appropriate personnel.

Perform a variety of clerical accounting duties as assigned; monitor funds for income and expenditures; prepare invoices and arrange for billings for Local Education Agency, Medi-Cal Administrative Activities, Children's Center and other organizations for reimbursement as directed; prepare related reports.

Review, process and evaluate purchase orders, warrants and invoices as assigned; prepare invoices for payment; verify invoices and match with purchase orders; issue and distribute accurate payments to purchase orders as directed.

Maintain contact with vendors to modify and clarify invoices and resolve discrepancies as required; follow-up on purchase orders, invoices, warrants and payments as needed; process and issue payments to reimbursement claims as assigned.

Coordinate travel arrangements and hotel reservations as necessary; process reimbursement claims; reserve facilities and equipment for meetings and other events as needed.

Monitor inventory levels of office and designated supplies, order, receive and maintain appropriate levels of inventory, prepare, process and code purchase orders and invoices, arrange for billings and payments as directed.

Perform a variety of clerical duties related to assigned special education programs and activities; process,

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prepare and evaluate a variety of lists, forms, contracts and correspondence and applications related to assigned functions; duplicate and distribute materials as needed; maintain confidential records and related information.

Communicate with students, parents/guardians, personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to special education program activities, office activities and assigned duties.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.

Assist administrators in assuring special education programs comply with State and federal guidelines and regulations.

Attend a variety of assigned workshops and meetings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Proper telephone etiquette.

Organizational operations, policies and objectives. Applicable laws, codes, regulations, policies and procedures. Special Education Department program objectives and goals.

Record-keeping and report preparation techniques.

Proper English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills. Operation of a computer and assigned software.

Methods of collecting and organizing data and information. Methods and techniques of data entry.

ABILITY TO:

Operate a computer and assigned software to input data and generate a variety of mandated and requested reports related to student enrollment and attendance, special education programs and assigned activities.

Maintain a variety of records and files. Compile and verify data.

Perform clerical duties related to assigned activities. Work independently with little direction.

Prepare routine correspondence.

Establish and maintain cooperative and effective working relationships with others. Apply and explain laws, codes, rules, regulations, policies and procedures.

Type or input data at an acceptable rate of speed.

Operate a variety of office equipment. Meet schedules and time lines.

Work with constant interruptions.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent and two years of clerical record-keeping experience involving computer operation.

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WORKING CONDITIONS:

ENVIRONMENT:

Office environment. Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard. Ability to see to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone. Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

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