

JOB DESCRIPTION

Job Title: Division Secretary, Special Services / SELPA (9990)

Job Summary:

Under general supervision and direction of the Assistant Superintendent and/or designee(s), provide administrative and clerical support, including coordinating travel and various appointments, preparing correspondence, and maintaining records and databases, to the Assistant Superintendent of the assigned division. This position will also be responsible for supporting Tulare County Special Education Local Plan Areas (SELPA) operations by providing administrative support to committees, assisting with policy implementation and compliance, monitor fiscal activities, and overseeing the Tulare County SELPA website.

Essential Duties:

- Perform clerical and administrative duties to assist the Assistant Superintendent with division operations.
- Prepare correspondence, forms, reports, flyers, and other documents to disseminate information to staff, school districts, various agencies, and the public.
- Assist with monitoring and processing division budget, purchase requisitions, invoices, and related documents.
- Answer phones and greet visitors to provide general information about the division and related programs; refer to the appropriate contact, as needed.
- Maintain and oversee the TulareSELPA.org website, ensuring content is accurate, current, and accessible to stakeholders.
- Prepare, revise, and coordinate submission of the SELPA Local Plan and policies, including drafting, editing, routing through approval processes (DOSE, Director of Special Education Committee, Superintendent Governance Council, TCOE Board), and submitting to CDE.
- Provide administrative oversight and serve as recording secretary for the Directors of Special Education Committee and the Superintendent Governance Council, including preparing agendas, taking minutes, and ensuring timely distribution of materials.
- Review and track SELPA policy implementation in collaboration with LEA administrative and secretarial staff to support consistency and compliance.
- Coordinate and submit annual revisions of the SELPA Local Plan to CDE.
- Support fiscal monitoring activities for SELPA on an annual basis, including organizing reports and maintaining compliance documentation.
- Compile and analyze data related to district legal costs for Office of Administrative Hearings (OAH) cases to support SELPA leadership decision-making.
- Coordinate travel, meeting, and conference arrangements for the Assistant Superintendent and department administrators, as needed.
- Assist the communications team with preparing and reviewing flyers, announcements, and other marketing materials related to division and student events.
- Process incoming and outgoing mail, interoffice envelopes, email correspondence, and various other forms of communication for the division and Assistant Superintendent.
- Create, update, and maintain various databases and records related to events, specific mailings, and division programs and services.
- Assist with updating and maintaining division website and related informational materials.
- Create and maintain digital and printed records, policies, calendars, schedules, and lists of ongoing projects to ensure deadlines are met.
- Review and submit absence reports, enter absences, as needed, and process timesheets for division staff.
- Coordinate and schedule a variety of meetings, workshops, and special events including processing facility use agreements for in-house and outside agency events;
- Attend and provide on-site support for student events, as needed.
- Conduct inventory and order office supplies for the department as needed;
- Assist with onboarding, training, coordinating schedules, and monitoring workloads for clerical and support staff within the division.
- Take notes and minutes during meetings and disseminate information, as needed.
- Perform other related duties, as assigned.

Skills, Knowledge and/or Abilities:**Skills to:**

- use technology to create notes, memos, and documents of a moderately complex nature;
- effectively communicate and interact with staff, agencies, and the public;
- establish priorities, meet deadlines, organize workload, and work independently;
- review financial records and perform general financial recordkeeping duties;
- prepare and input information in a variety of electronic source;
- foster positive interpersonal relationships;
- perform general clerical duties such as preparing reports, operating office equipment, answering phones, etc.
- type at a speed of 45 net words per minute

Knowledge of:

- Microsoft Office, Google Workspace, and other computer-based systems such as word processing, shared network systems, spreadsheets, and email;
- correct English word usage, spelling, grammar and punctuation;
- modern office methods, practices, and procedures;
- providing exceptional customer service to a variety of audiences;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- perform clerical work including managing records and preparing correspondence with speed and accuracy;
- create, update, maintain, and share various digital documents;
- write legibly, communicate effectively and understand and carry out oral and written directions;
- maintain cooperative relationships with those contacted in the course of work;
- read/interpret/apply rules, regulations, policies;
- plan and organize work to meet schedules and deadlines;
- maintain confidentiality of records;
- develop specific goals to prioritize, plan, organize, and accomplish assigned tasks;
- provide information to staff, families, and the public by telephone, email, and in-person;
- travel within the county using personal and/or Tulare County Office of Education vehicle, when necessary.

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations.

Education Required:

- High school diploma or equivalent is required.
- An associate degree or completion of 60 semester units of college coursework is required.

Experience Required:

- Four (4) years of experience performing administrative and clerical duties.
- Experience providing executive support to high-level administrators is preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.
- Must be able to use own vehicle to travel throughout the County, as needed.
- Typing certificate dated within the past two years indicating a typing speed of 45 net words per minute.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.