

JOB DESCRIPTION

Job Title: Secretary, Administrator – Special Services (7296)

Job Summary:

Under the direction of the department administrator and/or designee, support the department by performing a variety of complex clerical tasks and general accounting functions, providing effective communication and collaboration within the department, and relieving supervisors of administrative duties. This position is also responsible for providing information and resources to staff and the public regarding program services and referring them to the appropriate source, as needed.

Essential Duties:

- Answer phones and greet visitors, co-workers, outside agencies, and clients to furnish information and refer them to the correct source.
- Respond to inquiries and provide information and assistance related to program operations, activities, policies and procedures.
- Compile information and prepare and maintain a variety of forms, records, logs, and reports related to the department and assigned programs.
- Perform clerical accounting duties in support of department activities such as processing invoices, preparing and monitoring requisitions, reviewing and updating budgets, and ensuring information is disseminated to the appropriate personnel.
- Prepare, send, and monitor various MOUs, agreements, and contracts with districts, vendors, and agencies for Special Services, SELPA, and related services.
- Assist with scheduling appointments and maintaining the calendar for assigned administrator and department.
- Enter and review department staff attendance, absences and timesheet data into an assigned system; assist with arranging substitutes and coordinating overtime work, as needed.
- May assist administrator with onboarding new hires including, but not limited to, arranging interviews, conducting reference checks, preparing onboarding materials, and providing department orientation.
- Input a variety of data into an assigned computer system, initiate inquiries and generate various computerized lists and reports as requested.
- Review student records in student information systems to create and maintain a database of student files, prepare reports, and provide information, as required by the program.
- Maintain and manage the inventory of assessment kits, including ordering replacements and supplies as needed, tracking usage, and overseeing the check-in/check-out process for staff.
- Establish and maintain electronic and paper filing systems in accordance with document retention requirements.
- Check emails and respond accordingly in a timely manner.
- Prepare agendas, documents, presentations, room arrangements, and other related materials for meetings, trainings, and events.
- Assist with coordinating staff development programs and opportunities for certificated, classified, and management staff assigned to the department.
- Inventory and order office supplies for the department as needed.
- Coordinate, schedule, and attend a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Perform other related duties, as assigned.

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; providing information and/or advising other persons. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally, the job requires 85% sitting, 10% walking and 5% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Skills, Knowledge and/or Abilities Required:

Skills to:

- read notes, memos, and medical records of a moderately complex nature;
- effectively communicate and interact with students, staff, and the public;
- establish priorities, meet deadlines, organize workload, and work independently;

- review financial records and perform general clerical accounting duties;
- operate a variety of office equipment;
- research, compile, and input information in a variety of electronic sources;
- type at a net speed of 40 net words per minute.

Knowledge of:

- applicable laws, regulations, policies, and procedures related to special education in California schools;
- administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology;
- correct English word usage, spelling, grammar and punctuation;
- modern office methods, practices, and procedures;
- appropriate records management procedures;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- work independently and handle multiple tasks;
- provide clear and accurate information to a variety of audiences;
- understand and carry out oral and written instructions;
- maintain confidentiality of records;
- meet schedules and deadlines;
- read, interpret, and apply rules, regulations, policies;
- develop specific goals to prioritize, plan, organize, and accomplish assigned tasks;
- conduct research as needed to support the administrator and departmental needs.

Education Required:

- High School diploma or equivalent is required.
- Associate's degree is preferred.

Experience Required:

- Two (2) years of experience performing general clerical and administrative duties.
- One (1) year of experience working in a school setting.
- Experience working with special education programs is preferred.

Other Requirements:

- Typing certificate dated within the past two years indicating a typing speed of 40 net words per minute.
- Department of Justice and FBI Fingerprint Response (upon hire).

FLSA Status: Non-Exempt

September 2025

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.