

JOB DESCRIPTION

San Leandro Unified School District

Administrative Assistant - Special Education Department

Purpose Statement

To assist the Director of Special Education by planning, coordinating, and participating in supporting activities related to the assigned responsibilities of District administration. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class requires discretion, initiative and sound judgment. Accuracy and attention to detail in maintenance, processing and updating of records and files are required.

This job reports to the Director of Special Education Department

Essential Functions

- Performs a variety of complex and responsible clerical/secretarial duties for assigned administrator including routine administrative functions not requiring their immediate attention
- Establishes and maintains a variety of computerized data collection systems and other records/filing systems ensuring confidentiality of designated files
- Types a variety of materials including contracts, mandated reports, non-public school contracts, purchasing, memos, correspondence, forms, newsletters, etc. from rough draft or minimal verbal instructions
- Maintains a calendar for the Director of Special Education Programs, the Assistant Director, and Program Specialists, arranging appointments, meetings with staff members, other administrators, and parents as required.
- Inputs information into SEIS, the SIS and board online agenda
- Maintains and submits accurate information for special education funding
- Maintains and submits state reports, including non-public school and non-public agency reimbursements and reports
- Manages and processes discrete and confidential information
- Prepares Special Education service agreements
- Coordinates Extended School Year services (ESY)
- Supports special education teachers and support staff, generating, processing, and monitoring requisitions, purchase orders and reimbursements
- Assists with special education staff development
- Monitors county programs to ensure correct county bill-back charges for special education programs and transportation
- Coordinates scheduling of special education mediation and due process hearing meetings
- Manages home instruction special education teacher assignments
- Prepares average daily attendance reports for HI and NPS students.
- Sets up meetings with Alameda County special education administrators and county agencies

- Provides a broad range of knowledge regarding special education programs from preschool through grade 12 and Adult Transition Program within the District, and outside the District boundaries, to parents, staff, and agencies
- Maintains a broad range of knowledge regarding county-level programs in order to screen new residents and answer special education placement questions
- Coordinates transportation specific to special education and prepares and submits parent mileage reimbursement forms.
- Coordinates clerical support for grant-funded programs at both state and federal levels and scheduling for state accountability programs
- Maintains and submits a variety of mandated program information
- Works as a liaison with the Alameda County Office of Education
- Establishes agendas, set up meetings, take minutes, types and distributes minutes
- Maintains and updates records for assigned department
- Orders materials, supplies, forms, etc. upon approval of administrator

Other Functions

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE of proper office methods and practices, including filing systems, business correspondence, receptionist techniques, report writing, and telephone techniques. Proper English usage, grammar, spelling, vocabulary, and punctuation State and Federal laws, regulations and procedures relating to Special Education

ABILITY to establish and maintain accurate filing and record keeping systems including computer data files. Operate standard office equipment including a computer, printer, typewriter, copier, and calculator. Effectively utilize computer and computer technology for information management and data gathering, learn, interpret, and successfully apply assigned unit's policies, procedures, rules, and regulations. Type accurately from clear copy and maintain the security and confidentiality of specified records and information. Apply good judgment in recognizing the scope of authority as delegated. Gather, compile, and organize information and prepare assigned reports. Communicate tactfully and effectively in both oral and written forms Plan, organize, and prioritize assigned workload and meet established timelines. Establish and maintain effective work relationships with those contacted in the performance of required duties

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment. Office environment with constant interruptions. Hearing and speaking to exchange information. Sitting or standing for extended periods. Bending, kneeling, or crouching to file materials. Seeing to read a variety of materials.

Experience Job related experience with increasing levels of responsibility is desired.

Education High school diploma or equivalent

Equivalency

Required Testing

Must pass the district's qualifying exam.

Certificates

Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

TB Screen

FLSA Status

Non Exempt

Approval Date

Board Approved May 13, 2025

Salary Range

48

Pending approval