



Fremont Union High School District

Position: Educational Services Support Specialist

Department/Site:	Teaching and Learning	Range:	113
Reports to/ Evaluated by:	Director of Educational Services	Work Year:	245
		Months:	12

Summary of Basic Functions & Responsibilities

Under the direction of the Director of Educational and Special Services, or designee, performs complex clerical, budgetary and statistical record keeping duties related to general and special education support services and programs. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Coordinates and schedules meetings. Prepares schedules and informs participants, confirming dates and times. Maintains calendars for staff. May make travel arrangements.
- Receives visitors and provides information or referral as appropriate.
- Maintains a variety of records and files, including those supporting mandated reports.
- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.
- Provides support to and may coordinate District-wide required events and other activities such as, but not limited to, testing, reporting, health maintenance and screening, alternative schooling, special education, and counseling.
- Receives telephone calls and personal contacts from teachers, specialists, school, other offices, parents, students and the public; screens and routes incoming mail and calls, identifying priorities, providing file or related information or directing inquirer to the appropriate office or individual.
- Answers questions and provides a variety of special education, alternative program, and general education information and assistance, including information regarding appointments and actions; provides information, interpretation and application of Board policy and State Education codes; informs supervisor of important calls, issues and questions as required.
- Coordinates, participates in negotiations with, and monitors contractual arrangements with alternative and non-public education organizations and resources. Maintains files of student and financial information pursuant to contractual obligations and reimbursable expenses.
- Maintains attendance records of in-house and contracted professional and case management providers to special and alternative education.
- Develops an understanding of the various alternative programs in the District.
- Develops a fundamental understanding of Individual Educational Programs (IEP's) and special education files housed at the District Office.
- Contacts County and State offices to provide and request a variety of information, records, and reports; researches, assembles and prepares special reports as required.
- Sets up project and program timelines, sequences communications, monitors dates and deadlines, and coordinates data gathering and reporting for accountability, performance, and other reports.
- Oversees and coordinates collection of, and compiles alphanumeric and statistical data into and from student files and databases to prepare reports for internal and external agencies.

- Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates information into system according to standard formats.
- Prepare and process purchase orders, invoices, expense forms, claims, and payroll timesheets, verifying available funds and coding to proper budget category.
- Types letters, memoranda, reports, work orders, requisitions or other materials from straight copy, rough drafts or verbal instructions. May prepare handbooks and other program material.
- Creates and maintains filing systems for education service areas such as assessment, academic achievement and outcomes, individualized education plans, performance measurement, and events.
- Receives and forwards, or acts on, legal process documents, guided by District policies and procedures and regulations. Ensures the privacy of student and other information.
- Accesses the student information system and web-based special education records to determine update and/or input student demographic and program information.
- Coordination and communication related to transportation services including scheduling, distributing forms and regularly updating staff and families on changes. Record keeping for regular services and incidents as they arise.
- Trains other support staff in procedures, processes, data entry, and document control.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires knowledge of clerical practices, specialized office procedures, filing, record keeping, receptionist and telephone techniques and etiquette.
- Requires knowledge of departmental policies, procedures, and standing instructions.
- Requires knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and database software used in education for data entry and retrieval.
- Requires business mathematics skills to compute sums, monitor budgets, and compile statistics.
- Requires sufficient skill in using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare common, yet professional correspondence and standardized reports.
- Must have sufficient human relations skill to convey policies and other technical concepts to internal and external customers and project a positive image of the district.
- Must be able to operate a variety of office equipment, such as a phone system, computers, printers, copiers, document folders, shredders, and calculators.
- Requires the ability to perform all of the duties of the position efficiently and in an open environment with interruptions and distractions.
- Must be able to perform clerical and secretarial work with speed and accuracy.
- Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology when performing assignments.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to work cooperatively with staff, current and prospective students, external organizations, and the public using patience and courtesy.
- Requires the ability to use a personal computer to produce correspondence, materials, contracts, reports, and conduct research.
- Requires the ability to maintain confidentiality of private and sensitive information.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- An AA or BA is preferred. A high school diploma or its equivalent supplemented by course work in personal computer operations, secretary and office practices and four years of increasingly responsible secretarial and office experience involving considerable public contact, including at least one year in a school environment is desirable.

Licenses & Certificates:

- May require a valid driver's license. Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a District Office environment subject to constant interruptions.