



FALLBROOK UNION HIGH SCHOOL DISTRICT ADMINISTRATIVE ASSISTANT - Student Services Position Description

BASIC FUNCTION:

Under direct supervision of the Director of Special Education and Student Services (Student Services), serves as the administrative assistant to her/his supervisor, performing a wide variety of complex secretarial, clerical, and technical support services

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties include but are not limited to the following:

- Acts as general office secretary and as secretary to the supervisor, relieving the supervisor of a variety of secretarial, clerical, and technical detail.
- Maintains the supervisor's calendar; schedules appointments, arranges meetings and conferences.
- Screens visitors and phone calls, receives mail and identifies and refers matters of priority.
- Obtains and provides information to students, staff, and the public where judgment, knowledge, and interpretation of policies, procedures and regulations, as well as school/office functions and programs are required.
- Makes decisions on procedural matters within the scope of the position's responsibility.
- Researches, composes, prepares, and assembles materials such as correspondence and summary reports.
- Collects, compiles and edits statistical and/or other diverse and specialized reports, manuals, and documents.
- Takes minutes of meetings and originates letters and memoranda.
- Coordinates the overall operation of the office.
- Designs and implements office records and filing systems.
- Maintains complex records and files related to students, personnel, budget, instructional programs, school operations, and other matters.
- Leads the work of the office staff, providing training, supervision, and technical support as necessary.
- Assures that established procedures are carried out efficiently.
- Assists in setting work priorities, and the preparation of performance evaluations.
- Acts as a resource person for other secretarial and clerical staff.
- Able to do accounting functions with the SDCOE PeopleSoft system.
- Assist with input and changes in the budgets of the FUHSD.
- Performs other related duties as required.

Specific Responsibilities – Student Services:

- Process inter-district transfer forms and notify other offices of students' requests to either leave or enter FUHSD. Send parent notification of approval or disapproval and, if necessary, forward paperwork explaining appeal process. Keep district log of transfer requests and provide data for state and county reports.

- Assist in the preparation of Educational Services Department related agenda items for meetings of the Board or Trustees
- As directed by the Director of Student Services or the Superintendent, provide assistance in the following areas: notifying school sites of student expulsion outcomes, preparing subpoenas for students to appear before the Students Attendance Review Board (SARB), preparing a variety of performance agreements, MOU's and Non-Public School contracts, maintaining a master list of foreign exchange students and district students on probation, mailings and phone calls as needed.
- Provide assistance to the Director of Student Services or the Superintendent with data input, data corrections and data management relative to projects such as demographic data edits for assessment programs, Categorical or Federal program monitoring, and others.
- Process student services related requisitions, travel conference requests, and student field trip requests and provide the appropriate documents to the Business Services staff.
- Assist in the preparation of items for Educational Services Department related committees, calendar of meetings, and maintain a record of committee activities.
- Assist with all testing (SBAC, CAASPP, CST, CAPA, Special Education, etc) relative to accommodations and modifications..
- Process and prepare purchase orders.

Specific Responsibilities – Special Education and Career Technical Education:

- Manage all Special Education data and information reported to the state in SEIS
- Input Special Education information in the student information systems and SEIS including case managers, exemptions and waivers.
- Upload SEIS information to CALPADS as needed.
- Review timesheets submitted by Special Education and CTE staff for accuracy. Check correct budget codes and submit to the business office.
- Work with Business service staff to ensure Special Education personnel are assigned to correct budget codes.
- Prepare Non-Public School contracts and Individual Service Agreements for FUHSD students attending non-public schools, submit contracts for Board approval, and following approval, forward to the local SELPA and county office of education as well as to accounting for payments.
- Create personnel requests (PARs) for hiring of Special Education aides and submit for Board approval.
- Arrange transportation for parents to visit their NPS students out of state, prepare expense claims reimbursements for parents following visits.
- Arrange transportation of special education students attending schools outside of the district.
- Submit monthly Medi-Cal reimbursement logs to the state (SMAA)
- Prepare Low Incidence Purchase Requisitions and submit to the county office of education (SDCOE).
- Prepare MOU's for Special Education aides for students attending other schools and submit to Board for approval.
- Prepare performance agreements for Children's Hospital, Deaf Community Services, et al and submit to Board for approval.
- Process Special Education related requisitions, travel conference requests, and student field trip requests and provide the appropriate documents to the Business Services staff.
- Assist with the management of files and data relative to CTE or other categorical programs.
- Assist in preparing the Perkins Grant Applications.
- Review all purchase order requests submitted by school Special Education and CTE staff and submit for purchase via electronic system.
- Establish and maintain cooperative relationships with district certificated and classified staff, Non-Public School staff, other school districts and the county office of education (SDCOE).
- Using the PeopleSoft system manage budgets, submit requisitions, and monitor flow of purchases.

DESIRABLE QUALIFICATIONS AND EDUCATIONAL BACKGROUND

Knowledge of:

Modern office methods and equipment, including letter and report preparation, data management, storage and retrieval systems; receptionist and telephone techniques; correct English usage, spelling, grammar, and punctuation; and computational methods.

Ability to:

Perform difficult, complex, and confidential clerical and secretarial work independently and effectively; analyze sensitive situations and adopt an appropriate course of action; assume responsibility and use good judgment in recognizing the scope of the position's authority; compose correspondence and other narrative material; assemble and compile data/information and prepare reports; maintain complex files and records; understand and carry out written and oral directions; read, understand, and retain a variety of policies, procedures, and technical written material and information; establish and maintain effective working relationships with those contacted during the course of work; type at an acceptable rate of speed and accuracy; operate a variety of standard office equipment, including microcomputers and computer terminals, utilizing a variety of software which will affect the functions of word processing, database management, and data presentations.

Experience and Education Required:

At least three years of increasingly responsible school, district, or other office clerical or secretarial experience to include a combination of training and experience which provides the required level of knowledge and skill in technology and a variety of applications. Qualified applicants will be given examinations, which may consist of: A general office proficiency assessment, an evaluation of training/experience, written performance and/or a qualifications appraisal interview.

Physical Requirements: Ability to sit and view a computer monitor for extended periods of time; dexterity of hands and fingers to repetitively operate a computer keyboard and other office equipment; visual ability (which may be corrected) to read printed matter and computer monitor display; ability to kneel and bend at the waist and to reach overhead, above the shoulders and horizontally to retrieve and store files and supplies; ability to move and/or lift objects up to 25 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Supervisor: Director of Special Education & Student Services (Student Services), and/or Superintendent

Work Year: 12 months

Salary: Range 24 on the classified salary schedule

Overtime Status: Non-exempt

Bilingual Stipend Eligibility: Yes

Board Approved: June 6, 2016
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