

SANTA CRUZ COUNTY OFFICE OF EDUCATION
EXECUTIVE ASSISTANT, SELPA/MIS TECHNICIAN

DEFINITION

Under direction of the Senior Director of the North Santa Cruz County Special Education Local Planning Area (NSCC SELPA), independently perform a variety of highly responsible, confidential, and complex secretarial, technical, analytical, and administrative duties in support of the NSCC SELPA; provide assistance on the application of SELPA regulations and policies; perform a variety of specialized duties related to SELPA including the collection and reporting of pupil counts and other related data from the Local Education Agencies (LEA), the maintenance of a comprehensive management information system; train and provide technical expertise to LEAs on management information in Individual Education Program systems; coordinate and maintain inventory of SELPA low incidence equipment; assist in planning, organizing, and coordinating support activities, operations, and full functions related to the assigned division; coordinate and organize meetings, workshops, and trainings; and provide general information and assistance to districts, faculty, staff, and the general public.

SUPERVISION EXERCISED

May exercise technical and functional oversight of other departmental staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Attend to and process administrative details not requiring the immediate attention of the supervisor; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.

Perform responsible and difficult secretarial and administrative work involving the use of independent judgment and personal initiative; perform varied and responsible secretarial duties to assist in the processing and completion of administrative operations for the program.

Serve as a resource and provide information regarding NSCC SELPA services, procedures, objectives, and operational functions to the public, the County Office of Education staff, NSCC SELPA districts, other State of California SELPAs, and the California Department of Education; receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files; resolve complaints; refer caller to appropriate sources as necessary.

Provide a full range of support to the NSCC SELPA, including developing agendas and packets, taking and preparing minutes, developing reports, implementing professional development, and maintaining records and files.

Train and provide technical assistance and support to Local Educational Agencies for SELPA's student enrollment reporting in internet-based student information and Individual Education Program system, and in California Special Education Management Information System (CASEMIS); maintain the CASEMIS; and conduct LEA needs assessments for the MIS System.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Coordinate and analyze annual data collection and audit enrollment reports from all LEAs for compilation for regional, state, and federal reports.

Receive, compile, and organize information for the preparation of correspondence, documents, and reports as assigned; prepare a variety of correspondence, documents, and reports including resolutions, manuals, and contract; compose confidential correspondence, documents, and reports; maintain confidentiality of information.

Prepare information needed in decisions relating to all areas of division or the program and the implementation of County Office and SELPA's policies and programs; research, collect, compile, tabulate, analyze, and summarize data, and statistical information pertaining to SELPA activities and student enrollment or to specified administrative or educational activities, operations, or functions as assigned; prepare a variety of fiscal, statistical, and administrative summaries and reports.

Coordinate and/or attend various meetings as assigned; prepare agenda items.

Establish and maintain complete records and files.

Coordinate, supervise and monitor special projects, assignments and activities as assigned; maintain control files on matters in progress and expedite their completion.

Coordinate, prioritize, schedule, and oversee the work flow of assigned operations in conjunction with other units and agencies as assigned; train, oversee, and co-evaluate performance of selected personnel.

Coordinate, organize and schedule trainings, workshops, meetings and webinars; communicate with speakers and participants, order, prepare and assemble event materials; organize registration and perform follow-up activities.

Arrange interviews, appointments, schedules, conferences, travel arrangements and itineraries related to functions of the assigned division; maintain detailed calendar for assigned staff; prepare and maintain master calendar.

Monitor monthly expenses for workshops and low incidence equipment requests ensuing compliance to annual SELPA budget.

Coordinate office telecommunications; troubleshoot problems; call for repairs and new lines; program main telephone computer for line changes and implementation of features.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Assume responsibility for the maintenance of office equipment including copier, printer, and fax machine; troubleshoot minor problems; initiate repair orders.

Operate modern office machines and equipment including computers, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications.

Order, receive, inventory, store, and distribute supplies, forms, and related items.

Attend and participate in staff meetings and in-services activities; attend workshops, conferences, and classes to increase professional knowledge.

Assist in the compilation, organization, printing and distribution of materials including test and instructional materials.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of policies, procedures and federal, state, and local laws, codes and regulations governing SELPA and related legal requirements.

Principles and practices of basic fiscal, statistical, and administrative data collection and report preparation.

Modern office procedures, methods, and equipment including computer equipment and applicable software programs.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of business letter writing and other formal written communication.

Principles and procedures of record keeping.

Principles and techniques and etiquette used in dealing with the public, outside agencies, and school districts.

Knowledge of (continued):

Word processing methods, techniques, and programs including spreadsheet and database applications.

Practices used in minute taking and preparation.

Basic mathematical principles.

Skill and Ability to:

Operate modern office equipment including computer equipment.

Type at a speed necessary for successful job performance.

Work under limited supervision within a broad framework of standard policies and procedures.

Use independent judgment, initiative, good human relations, and problem solving skills in the application and follow through on decisions.

Understand the organization and operation of SELPA and the County Office necessary to assume assigned responsibilities.

Perform mathematical computations quickly and accurately.

Analyze data and select the best solution from a range of alternatives.

Compile and tabulate data and information and prepare summaries and reports.

Plan and organize work to meet schedules and timelines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Learn the procedures, functions, and limitations of assigned position.

Learn, interpret, and apply pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of the twelfth grade or equivalent, supplemented by college-level course work in office practices, management, business administration and formal or informal specialized training in computer program usage and technology.

Experience:

Four years of technical and responsible administrative experience in a broad range of varied and responsible experience involving decision making.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Approval Date: June 19, 2012