



JOB DESCRIPTION
TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Secretary I – Special Education

DEFINITION

Under the direct supervision of the Director of Special Education, serves as secretary for the Special Education Department. Covers phone lines, maintains confidential files, organizes meetings and procedures within the department and with other personnel as needed.

EXAMPLES OF DUTIES

- Schedule all IEP meetings. E
- Serve as note-taker at IEPs and department meetings. E
- Facilitate the interim placement process and operate the SEIS web-based IEP system. E
- Work with district special education secretary to keep student records current. E
- Organize required paperwork such as D/F lists, pre-IEP forms, meeting notices, and assessment plans. E
- Facilitate distribution of Confidential Student Information forms. E
- Order and disperse departmental supplies as necessary. E
- Assist with scoring initial and triennial assessments. E
- Create and maintain Teacher of Record lists and adjust as needed to stay within legal caseload numbers. E
- Proctor/read tests for students as needed. E
- Explain WorkAbility Program to qualified and eligible students, assist students with paperwork, keep accurate record on each student, and inform teachers when students are placed. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent
Courses in typing, word processing, or computer usage

Experience

Minimum two years experience working in the special education field preferred.

Licenses and Other Requirements

DOJ and FBI fingerprint clearance
Negative TB test within the last four years
Type 40 words per minute

KNOWLEDGE AND ABILITIES

Knowledge of

- Reading and English communication skills.
- Basic computer skills with applications such as MS Word, MS Excel etc.
- Knowledge of general office procedures and office machines (computer, fax, and copier).

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to

1. Read, write, speak, and understand the English language.
2. Utilize basic computer skills in programs such as Word, Aeries, and SEIS.
3. Understand legal timelines for IEP and interim placement processes.
4. Maintain confidentiality and follow proper procedures with special education files.
5. Perform general secretarial and clerical duties with accuracy.
6. Learn specific rules, laws and policies quickly and to apply them with good judgment in a variety of procedural situations.
7. Type ordinary transcript or printed materials.
8. Communicate effectively both orally and in writing.
9. Maintain effective and cooperative relationships with teachers, students, administrators, parents, other employees, and the general public.
10. Plan and organize work, and meet schedules and timelines.
11. Train and provide direction to student assistants as assigned.
12. Maintain comprehensive records related to students.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor office environment subject to frequent interruptions.

Physical Demands

- Pushing, moving, and lifting objects with a strength factor of light work.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Clarity of vision at varying distances.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Sitting and standing for extended periods of time.
- Lifting of objects with a strength factor of light work.
- Frequent sitting, standing, and walking.
- Reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
- Occasional bending, reaching, and stretching.
- Occasional pushing, pulling, and dragging.
- Occasional kneeling, crouching, and squatting.