

## **DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE: PROGRAM ASSISTANT, PUPIL SERVICES**

### **BASIC FUNCTION:**

Under the direction of the Pupil Services Director, oversee, coordinate, organize and perform day-to-day secretarial and administrative duties in the District Pupil Services Office supporting special education, boundary and attendance functions; provide secretarial assistance to the Pupil Services Director; serve as a liaison between students, staff, parents, District personnel, NCCSE and the community; provide information regarding District policies and procedures.

### **REPRESENTATIVE DUTIES:**

- Receive, respond to or route inquiries from staff, parents and the community regarding the special education program as well as boundary and attendance requirements; compose, type, and edit letters to parents, staff, and agencies pertaining to special education or boundary issues.
- Receive, respond to, and coordinate requests for referrals for testing/evaluations, therapy and related services for suspected needy students for psychological, OT, PT, APE and speech/language services; conduct preliminary qualifying interview over the telephone; refer to appropriate person.
- Maintain records and produce reports and records for District departments, SELPA and county agencies pertaining to ethnicity, disabilities, and alternative testing including, IEP's, 504's and CASEMIS to comply with state requirements.
- Update special education class lists including maintaining annual and triennial assessment due dates; maintain and report various descriptions of disabling conditions and reports to various agencies.
- Prepare and/or edit correspondence from the Director of Pupil Services.
- Gather, copy and distribute requested records within legal timelines for parents, advocates, attorneys and other agencies regarding individual students with special needs.
- Coordinate applications and arrange for transportation of special education students to comply with IEPs by serving as a liaison between the District and the transportation carrier; ensure transportation charges and payments are correct.
- Process orders/requisitions for all supplies, materials and equipment for Pupil Services, teachers, aides, and therapists including low incidence with the NCCSE; ensure orders are correct; distribute accordingly.
- Coordinate exchange of records of students who have moved between school sites and/or district; audit records for special education services; make appropriate changes to student records to reflect additions, exits, transfers, and transitions.
- Complete and provide to the Board for approval, Interdistrict Transfer Agreements between District and other San Diego county school districts; complete and route to the Director of Pupil Services reports for approval of Intradistrict Transfer Agreements between the District and parents.
- Receive, review, and forward for processing payment statements from vendors and therapists.

- Maintain and report on the special education budget for the District, including projecting anticipated changes due to COLA and District growth; initiate transfer of funds where appropriate.
- Collect data and generate contracts/performance agreements for approval by Director of Pupil Services and the Board, with Non Public Schools (NPS), Non Public Agencies (NPA), and therapists; provide estimates of expenses.
- Prepare, track and report on Memorandum of Understanding (MOU) agreements with other school districts; prepare billing statements of MOU services with other school districts.
- Prepare materials and make arrangements for parent and staff meetings and workshops.
- Prepare arrangements, record attendance, and process reimbursements for staff at conferences and workshops.
- Complete personnel action forms for all changes of special education staff.
- Type, edit and update changes to the annual Parent/Student Handbook reflecting current state/federal laws; provide for distribution to all District parents.
- Prepare and communicate board agenda items as appropriate.
- Maintain record of instructional aides' (IA) work schedule; provide input in selection and evaluation of IA's; schedule substitute IA's.
- Train and provide work direction to office staff as assigned; provide input during performance evaluations as requested.
- Extended year (summer school) responsibilities: prepare class lists, prepare letters to parents; prepare and distribute staff assignments; prepare transportation requests; prepare contracts for additional therapists.
- Operate a computer and assigned software systems; operate a telephone, copier, facsimile, typewriter, calculator and other office equipment as needed; arrange for repair and maintenance of equipment as needed.
- Perform other work related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Modern office practices, procedures and equipment.
- Record-keeping and filing techniques.
- Computer operations and related software applications.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- General school and/or district office practices.

### **ABILITY TO:**

- Manage the Pupil Services Office.
- Provide secretarial assistance to the Director of Pupil Services.
- Compose correspondence and work independently with little supervision.
- Maintain records and prepare reports.
- Type at a net corrected speed of 50 words per minute.
- Communicate effectively both orally and in writing.
- Serve as a liaison between students, staff, parents, District personnel and the community.

- Operate a computer and a variety of office machines and equipment.
- Learn, in a short amount of time, special education laws, codes, regulations, terminology, practices and procedures; District organization, operations, policies and objectives.
- Establish and maintain effective working relationships with others.
- Understand and follow oral and written directions.
- Plan and organize work.
- Meet schedules and time lines.
- Perform duties effectively with many demands on time and constant interruptions.
- Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical or secretarial experience, preferably in a school or school district setting.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment.
- Constant interruptions.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Sitting for extended periods of time.

**TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Classified Salary Schedule on Range 32.