

## **DEL MAR UNION SCHOOL DISTRICT**

### **CLASS TITLE: EXECUTIVE ASSISTANT, STUDENT SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Executive Director of Student Services, serve as a confidential executive assistant to the Executive Director of Student Services, relieving the Executive Director of a wide variety of highly independent, difficult, and complex administrative support services in the Student Services Department.

#### **REPRESENTATIVE DUTIES:**

- Receive, respond to or route inquiries from staff, parents, and the community regarding the special education program as well as boundary, enrollment and attendance requirements; compose, type, and edit letters to parents, staff, and agencies pertaining to special education or boundary and enrollment 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, 504 Plan and CALPADS to comply with state requirements; assist with enrollment and eligibility for McKinney–Vento Homeless Assistance.
- 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. Process over caseload payments for staff.
- Serve as District SEIS Program Manager. Help teachers navigate through the Special Education Information System (SEIS) and maintain student records in the system on a daily basis.
- Prepare and/or edit correspondence from the department administrators.
- Coordinate applications and arrange for transportation of special education students to comply with IEP by serving as a liaison between the District and the transportation carrier; ensure transportation charges and payments are correct.
- Gather, copy and distribute requested records within legal timelines for parents, advocates, attorneys and other agencies regarding individual students.
- 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.
- Process and route to the Executive Director of Student Services applications for Interdistrict Attendance Permit and contact parents regarding application and appeal process.

- Process and route to the Executive Director of Student Services applications for Intradistrict Transfers and Option Area requests and contact parents regarding application.
- Coordinate student enrollment during periods of school office closure.
- Work with Assistant Superintendent of Human Resources with placing new students and reviewing enrollment numbers for staffing.
- Track school enrollment numbers weekly. Contact parents of involuntary placement students and coordinate transfer to school of residence.
- Receive, review, and forward for processing payment statements from vendors, therapists; receive, review reimbursement requests from staff and parents and forward for processing payments.
- Maintain and report on the student services budget for the District.
- Collect data and generate contracts/performance agreements for approval by Director of Special Education 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.
- Schedule interpreters as needed for student assessments or parent meetings.
- Prepare materials and make arrangements for parent and staff meetings and workshops.
- Prepare and communicate board agenda items as appropriate.
- Review District Special Education Staff absences and reconcile absences in Frontline system.
- Maintain, edit and update Special Education, Preschool Special Education and Student Services webpages on District website.
- Train and provide work direction to office staff as assigned; help office staff with questions regarding boundaries, enrollment, attendance, suspensions, health issues and the student information system (Synergy).
- Type, edit and update changes to the Administrative Assistant/School Office Handbook.
- Extended School Year responsibilities: prepare class lists, prepare letters to parents; prepare and distribute staff assignments; prepare transportation requests; prepare contracts for additional therapists; assist with other tasks as needed.
- Coordinate Home Hospital Instruction for students with need; contact home instructor and serve as liaison between parent, student's classroom teacher and home instructor. Track instructional hours.
- Operate a computer and assigned software systems; operate a telephone, copier, facsimile, calculator, and other office equipment as needed; arrange for repair and maintenance of equipment as needed.
- Data verification for CALPADS.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- District policies, laws, rules, and regulations related to functions of the Student Services office.

- Principles and practices of training and providing work direction to others.
- Agenda preparation and distribution techniques
- Interpersonal skills using tact, patience and courtesy.
- Letter and report writing, editing and proofreading.
- Data management.
- Storage and retrieval systems.
- 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 Student Services Office.
- Provide secretarial assistance to the Executive Director of Student Services and the Director of Special Education.
- Compose correspondence and work independently with little supervision.
- Maintain records and prepare reports.
- 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 timelines.
- Perform duties effectively with many demands on time and constant interruptions.
- Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree preferred; Any combination of education, experience, and/or training equivalent to a bachelor's degree in business, public administration, communications or related field and three years of experience in providing executive level administrative support to a leader of a public or private organization, 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 Confidential Salary Schedule.