



March 2012

Special Education Local Plan Area (SELPA) **Administrative Assistant**

Definition

Under the direct supervision of the SELPA Director, the Administrative Assistant performs complex secretarial and clerical duties to relieve the SELPA Director of a variety of difficult and routine secretarial and administrative responsibilities by coordinating, organizing, leading daily operations, and administrative support functions of the SELPA office.

Example of Duties

Prepares or coordinates the information and data for agendas, minutes, and supporting materials for Superintendents' Council, Business Administrators, Program Council, Program Specialist, and Community Advisory Committee meetings.

Maintains files of official minutes, resolutions, and appropriate attachments; manages the overall operation of the SELPA office; directs workflow and delegates duties as appropriate; and acts as a receptionist and office manager to the SELPA Director.

Coordinates the SELPA Director's calendar, schedules appointments and meetings, facilitates logistical arrangements for large scale events as needed; coordinates communications and information; sets dates for a variety of yearly SELPA meetings; obtains, interprets, and provides information to district officials; works with district administrators and their staff to meet the timeline and compliance requirements pertaining to requests for State reports and special projects as assigned.

Independently researches, compiles, prepares materials and statistical reports for the SELPA Director and other special education agencies; prepares various reports and maintains files on behalf of the SELPA Director; has knowledge of special education law and terminology to be able to prepare and edit technical correspondence and documents.

Receives and handles telephone and personal contacts of a sensitive nature from superintendents, district directors, business administrators, parents, and other agencies maintaining confidentiality; serves as the liaison between the SELPA Director and other district officials; promotes effective relations with surrounding districts and district personnel, parents, schools, and communities.

Prepares payroll, mileage, and travel expenses and maintains paperwork for SELPA personnel; prepares and tracks building maintenance and work orders; works closely with the SELPA Financial Operations Analyst regarding budget planning and maintenance of the office budget; prepares and submits various reports to the California Department of Education, Special Education Division.

Supervises other clerical employees assigned to the office; orders and maintains office supplies and materials; serves as the administrator for Special Education Information System (SEIS), an online student information system; assists district clerical personnel with any issues; provide clerical training when updates or changes are implemented; operate a computer and assigned software systems; operate other office equipment including a typewriter, copier, printer, telephone, and facsimile; and other duties as assigned.

Required Qualifications

Training and Experience:

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Three years of secretarial experience including one year in a lead capacity;
- Graduation from high school or equivalent including or supplemented by secretarial science course work;
- School district secretarial experience preferred;
- Bilingual (Spanish) preferred.

Knowledge of:

- Functions and secretarial operations of an administrative office;
- SELPA and Administrative Unit organization, operations, policies, and objectives;
- Research, analyze, and prepare reports on issues with minimal supervision;
- Modern office practices, procedures, and equipment;
- Oral and written communication skills;
- Record keeping techniques;
- Correct Business English usage, grammar, spelling, punctuation, vocabulary, and basic math;
- Interpersonal skills using tact, patience, and courtesy;
- Filing system, receptionist, and telephone techniques, letter and report writing, editing, and proofreading;

Ability to:

- Exercise judgment in relieving the SELPA Director of administrative details within a defined scope of established responsibility;
- Establish and maintain a complex data management, storage and retrieval system, using microcomputer and computer terminals;
- Maintain and compile accurate and complete records and reports;
- Handle multiple tasks simultaneously with a high volume workload in a stressful environment with continuous interruptions;
- Meet schedules, timelines, and tight deadlines;
- Handle direct contact with district staff, parents, and public without guidance from the director, in difficult interpersonal situations;

- Expertise in word processing, database and spreadsheet programs, internet use and communication through email;
- Quickly analyze complex situations and take appropriate action;
- Compile and prepare comprehensive reports;
- Type at 60 words per minute;
- Carry out assignments with minimal supervision;
- Work confidentially with discretion;
- Establish and maintain cooperative and effective working relations with others;
- Communicate effectively both orally and in writing;
- Work independently with little direction;
- Coordinate, organize, and monitor the clerical functions of the office;
- Perform complex and varied tasks in a timely manner.

This position will be paid on the appropriate step of the Classified Management salary schedule:

- Range 170
- 12 months