

Office Assistant - Special Education

Purpose Statement

The job of Office Assistant-Special Education is done for the purpose/s of providing clerical support to special education staff; maintaining IEP files and calendars; preparing reports; assisting the speech pathologist, psychologist, and special education teachers with general office duties.

Essential Functions

- Assists the speech pathologist, for the purpose of typing reports; sending notices of meeting and making reminder calls to parents; preparing materials; and organizing files and filing.
- Completes duties as assigned by the psychologist, special education teachers, and speech pathologists for the purpose of disseminating quarterly reports; sending for special education records for transfer students and managing the schedule of the Child Study Team.
- Maintains a variety of files, documents and/or records (e.g. reports, logs, databases, agreements, permits, etc.) for the purpose of documenting and/or providing reliable information.
- Maintains master calendar for the purpose of ensuring the IEP and MET campus meetings; sending meeting notices.
- Performs record keeping and clerical functions (e.g. copying, faxing, filing, scheduling, reports, etc.) for the purpose of supporting assigned special education staff.
- Prepares written materials (e.g. standardized correspondence, newsletters, etc.) for the purpose of documenting events, providing and/or requesting information.
- Researches discrepancies of information and/or documentation (e.g. Current practices, policies, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Responds to inquiries from students, staff, and/or the public for the purpose of providing information and/or directions as requested.
- Supports assigned special education personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meetings for the purpose of conveying and/or gathering information required to perform functions.
- Maintains inventory of office supplies and materials for the purpose of ensuring the availability as required.

Job Requirements

Mental Requirements

Learning Development - Level B Sufficient to read and write technical information and instructions, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development is equivalent to completion of a high school curriculum.

Problem Solving - Level 1 Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 1 Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

Social Requirements

Human Relations Skill- Level A Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

Physical Working Conditions - Level 1 Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. little or no exposure to safety or health hazards.

Accountability

Level of Accountability -Level B Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

Organizational Impact - Level 1 Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Experience, Education, and Certifications

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High School diploma or equivalent.

Required Testing: Pre-employment Proficiency Test

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 106

Work Calendar: Support 9 Month