

**BONSALL UNIFIED SCHOOL DISTRICT**  
**Student Services Administrative Assistant**  
**(Range 25, Classified)**

Title: Student Services Administrative Assistant  
Department: Student Services, SpEd  
Reports To: Director of Student Services  
Work Year: 12 Months

**BASIC FUNCTION:**

To serve as the assistant to the Director of Student Services, performing all secretarial duties and supporting the Director in all areas that fall under the Director's administrative responsibilities.

**RESPONSIBILITIES:**

To answer all inquiries and provide information to the public regarding the Office of Student Services and Special Education; screen all calls and visitors; maintain the Director's calendar; schedule appointments and arrange meetings; assist in preparing Board agenda items; research, prepare and type complex reports and charts; compose letters and memos; handle confidential material; organize and maintain complex files and records.

**EXAMPLES OF DUTIES - STUDENT SERVICES:**

May perform any combination of the following:

- Prepare expulsion documents and maintain confidential student files. Assemble and schedule Administrative Hearing Panels and notify parents of hearing date. Notify school sites of student expulsion outcomes. Compile and maintain district, county and state expulsion statistics and prepare reports from same.
- Prepare reports and statistics related to Safe Schools
- Process interdistrict transfer forms and notify other offices of student requests to either leave/enter BUSD. Send parent notification of approval/disapproval and, if necessary, forward paperwork explaining appeal process. Keep District log of transfer requests and provide data for state and county reports.
- Prepare Contracts/Agreements for Special Programs

### **EXAMPLES OF DUTIES - Special Education:**

May perform any combination of the following:

- Prepare Non-Public School contracts and Individual Service Agreements for BUSD students attending nonpublic schools, submit contracts for Board approval, and, following approval, forward to the local SELPA and SDCOE as well to accounting for payment
- Arrange transportation for parents to visit their NPS students out of state; prepare expense claim reimbursements for parents following visits
- Arrange transportation of special education students attending schools outside of the District
- Prepare Low Incidence Purchase Requisitions and submit to the SDCOE
- Prepare MOU's for SpEd students and submit to the Board for approval
- Input student information into the SEIS system

### **QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to:

- High School Diploma
- Sufficient training and experience to demonstrate knowledge and abilities listed above
- 3+ years of varied, progressively responsible and successful office experience, preferable in public education
- Offer of employment contingent upon satisfactory completion pre-placement medical examination including drug-testing and fingerprinting

### **ABILITY TO:**

- Perform a variety of responsible secretarial duties and coordinate a volume of administrative detail
- coordinate, direct, and expedite the production of a high volume of documents and materials
- effectively and efficiently perform highly responsible clerical, secretarial, and administrative functions and activities
- expeditiously abstract, compile, and prepare comprehensive reports;
- communicate effectively in oral and written form
- establish and maintain a complex data management, storage, and retrieval system
- follow and carry out difficult oral and written directions
- meet and deal with District officials, administrators, teachers, parents, and the public

Board Approved: