



## **CLASSIFICATION DESCRIPTION**

BARGAINING UNIT: SEIU Local 99  
Office, Technical and Business Services  
CLASS CODE: ???  
SALARY RANGE: A-34 (Proposed)

# **SPECIAL EDUCATION SPECIALIST**

## **BASIC FUNCTION**

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Under general supervision, performs a variety of technical and clerical tasks requiring independent judgment and the application of specialized knowledge in support of the Special Education Department; collects information, proposes, and enforces terms and conditions of multiple contracts in support of department operations; provide information and assistance to parents, school staff and outside agencies related to Special Education students, programs and activities.

## **MINIMUM QUALIFICATIONS**

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### *EDUCATION:*

Must have a high school diploma or its recognized equivalent.

### *EXPERIENCE:*

Three (3) years of varied administrative, secretarial, and clerical support experience, including preparing and monitoring contracts with service providers. Experience with legal processes pertaining Special Education is desired.

## **REPRESENTATIVE DUTIES**

1. Perform a variety of complex clerical and secretarial duties in support of Special Education operations; assist the Director in resolving a variety of problems associated with a diverse Special Education program; ensure timely communications between the department, parents, students and employees; collect, and organize data and information on behalf of the Director; generate, prepare, and revise a variety of documents, reports, and other material for the approval of the Director.
2. Schedule and coordinate a variety of meetings, workshops, hearings, conferences, and trainings; prepare and send notices of meetings; compile information and generate reports, memos, agendas and minutes, maintain Special Education Department Master Calendars.
3. Develop and maintain a working knowledge of terminology related to the Special Education Department; maintain an understanding of the programs and functions of the department and their relation to the District as a whole.
4. Coordinate communications and provide technical information in person and on the telephone concerning procedures and guidelines related to special education programs; respond to inquiries as requested; provide information related to department activities to parents, employees, students, and outside agencies under guidance of the Director.
5. Perform a variety of records management and data control duties under guidance of the Director; maintain confidentiality of records; create, update, and maintain a variety of logs, records, and files; enter and retrieve data from student information systems and databases such as Special Education Information System (SEIS), Illuminate, and Board Document system.
6. May provide work direction to clerical office staff; ensure efficient flow of information and office productivity; and oversee various department processes and special projects, serving as central point of contact between clerical office staff, Special Education Coordinators, Director, and other internal and external entities.
7. Coordinate and facilitate communications and serve as liaison with the Transportation Department to ensure appropriate transportation for special education students; coordinate logistics with taxi agencies including licensing and clearance, pick-up and drop-off locations, routes and schedules, emergency contact information, and ensuring appropriate seating and safety; communicate and update parents with

- transportation logistics; arrange for Paraeducators to travel with students under guidance of the Director; review invoices and verify charges from taxi agencies.
8. Initiate contracts and service agreements for Nonpublic school students in special education programs in accordance with SELPA negotiated rates, District insurance, health, and safety terms, legal compliance, department and district standards and budgetary restrictions; communicate with the Director and review agreements with nonpublic and private schools and agencies, and independent contractors, for revision to terms; gain approval from Director of Special Education and SELPA Director on finalized rates and terms.
  9. Verify and process invoices for Nonpublic school students, Nonpublic Agencies, Independent Contractors, and Parent Reimbursements in collaboration with the Accountant; verify student absences, rate charges, calculations; track attendance and expenses to ensure contract cost is not exceeded.
  10. Support the Director in various legal matters and litigation; collect relevant student information in preparation for legal proceedings by accessing information systems, databases, and department logs and files; collect information from Special Education Data Technician, teachers, members of the IEP team, and Student Services Department; schedule and make logistical arrangements to formal courtroom specifications.
  11. Compose settlement agreement and contract summaries for presentation to the Board of Education; maintain electronic files and case log related to legal outcomes, within databases, spreadsheets and electronic Board documents.
  12. Submit contracts and service agreements for settlement agreements to Board of Education for approval; clarify payment guidelines and process invoices; ensure all fees and reimbursements are paid in a timely manner under guidance of the Director.
  13. Perform other related duties as assigned.

**NOTE:** *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

## **SUPERVISION**

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Supervision is received from the Director of Special Education. Technical and functional work direction is provided to clerical staff.

## **KNOWLEDGE AND ABILITIES**

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### **KNOWLEDGE OF:**

- Terminology, records management, legal processes and procedures specific to Special Education
- Word-processing, database, document management, spreadsheet and application programs
- Student information systems
- Online calendar systems
- Google documents and functions
- E-mail systems
- Budgeting and basic accounting procedures
- General business protocols and norms
- Relevant provisions of Education Code and other applicable laws
- Principles and practices of quality customer service

### **ABILITY TO:**

- Investigate and request information regarding Special Education, contracts, and legal processes from internal and external sources
- Communicate effectively, orally and in writing with a variety of internal and external contacts
- Compile, tabulate, and analyze data
- Schedule, organize, and complete work in accordance with deadlines
- Use independent judgment to and initiative to carry out department and District needs
- Work cooperatively with others
- Work independently
- Demonstrate flexibility and respond to changing requirements and job assignments

## **WORKING CONDITIONS**

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### ***ENVIRONMENT:***

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with school administrators, program coordinators, and educational agency representatives in preparing reports, reviewing accounting activities, and requesting and providing information. The employee also interfaces with a range of different managers, supervisors, staff, students, and public and private representatives.

### ***PHYSICAL ABILITIES:***

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than 20 pounds.

***DUTIES APPROVED  
BOARD OF EDUCATION:***

***CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:  
Created: Month Day, Year***

**DRAFT**