

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

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## JOB DESCRIPTION

### POSITION

SPECIALIZED SCHOOL SECRETARY

### DEFINITION OF POSITION

Under the supervision of the Preschool Program Administrator, the Specialized School Secretary performs a wide variety of program intake, coordination, parent and team member communication, special education and office manager clerical work, and other work as required.

### EXAMPLES OF DUTIES

- Oversees and processes all Preschool Special Education Program intake (ex. North Bay Regional Center, parent, agency and medical referrals)
- Assigns referrals to case managers and generates timelines for Assessment Plans (AP) and Individualized Education Plans (IEPs)
- Alerts appropriate assessment team members when there is a signed AP (SLP, psychologist, nurse, OT, etc.)
- Creates APs, Prior Written Notices (PWN) and Timeline Extensions as necessary
- Creates and updates all yearly tracking documents (initials, transitions, IEPs, class lists, completed evaluations, Student Study Teams, PWNs, pending students)
- Enters student information and uploads documents to maintain student files in the special education tracking system
- Maintains students records in the student information system. Registers students on date of signed AP, exits when students no longer qualify/PWN, and roll over to transitioning school
- Coordinates attendance for North Bay Regional Center's Transitional Individualized Family Service Plan meetings
- Schedules assessments, appointments, IEPs and screens visitors as needed
- Coordinates and oversees summer assessment team
- Reviews completed IEPs to ensure compliance before sending to the District Office
- Offers preschool team compliance training and support
- Orders program supplies and keeps inventory
- Reviews staff time sheets and forwards to Preschool Program Administrator for approval
- Enters staff absences in Frontline and assists with finding substitute coverage
- Provides information to the public by telephone, email and over the counter regarding program enrollment and evaluation process
- Answers telephones and directs calls appropriately
- Takes and refers messages for preschool program team members
- Independently answers routine correspondence not requiring other team members attention
- Makes copies, and stocks documents and handouts (parent questionnaires, parent rights, ADR, resources, etc.)
- Performs other duties as assigned

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## DESIRABLE QUALIFICATIONS

### *Knowledge of:*

- Special Education processes, laws and procedures
- Modern office practices and procedures, including business correspondence, record-keeping and filing systems
- Receptionist and telephone techniques
- Operation of standard office equipment and computers

### *Ability to:*

- Coordinate and create systems to support more effective work flow and program success
- Perform clerical work with speed and accuracy without immediate supervision
- Learn, interpret and apply school rules and regulations
- Make arithmetical calculations with speed and accuracy
- Prepare and maintain accurate records and reports
- Type 50 words per minute with accuracy
- Work in a positive manner with students, families, and staff members, while exhibiting patience and compassion
- Meet deadlines
- Handle high volume of telephone calls and emails
- Maintain confidentiality of information

## EXPERIENCE/EDUCATION

Degree preferred or any combination equivalent to graduation from high school and 4 years of increasingly responsible clerical experience with program coordination. Should include experience in a position involving public contact, preferably one year of which is in a school setting. Special Education experience and knowledge preferred. Bilingual preferred.

## PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally encounter outside weather conditions, walking on uneven ground when outdoors; exposure to student illness, injuries, infections and bodily fluids. May be required to maneuver into awkward positions. The noise level in the work environment is usually moderate.

Sitting: Occasionally

Standing/walking: Frequently

Waist bending: Occasionally to frequently

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Neck bending: Occasionally to frequently  
Squatting: Frequently  
Climbing: Rarely  
Kneeling: Frequently  
Crawling: Rarely  
Neck twisting: Occasionally to frequently  
Waist twisting: Occasionally  
Pushing/pulling: Occasionally – up to 150 lbs. at a time  
Running: Occasionally

## **Reaching:**

Above shoulder: Occasionally  
Below shoulder: Frequently

## **Lifting/Carrying:**

0-10 lbs: Frequently – weights carried 50 to 100 feet at a time  
11-25 lbs: Occasionally – weights carried up to 100 feet at a time  
26-50 lbs: Occasionally – weights carried from 10 to 100 feet at a time  
51+ lbs: Rarely

## **Hand Activities:**

Repetitive hand use: Frequently  
Simple grasping: Frequently  
Power grasping: Occasionally  
Fine manipulation: Occasionally  
Hand and arm twisting/turning: Occasionally to frequently  
Computer operations/writing: Frequently

## **OTHER REQUIREMENTS**

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Obtain basic first aid and CPR certifications

BOT 6/20/2023