

**SECRETARY TO THE**  
**DIRECTOR OF STUDENT SUPPORT SERVICES**

**JOB DESCRIPTION:**

This position is classified as critical in District Policy. The Secretary to the Director of Student Support Services is responsible for all correspondence, files, personnel data associated with the service. This person is responsible for the preparation of reports and special projects as required. This secretary takes calls and receives visitors directed for the Director. This position is classified as confidential.

**QUALIFICATIONS:**

- Education: A high school diploma or its equivalent, preferably supplemented by course work or training in office management organization, supervision, and related technical skill areas.
- Experience: At least four years of responsible clerical work, or some equivalent combination of education and experience.
- Knowledge: Correct business letter writing and business forms; English grammar, punctuation, spelling; modern office methods and equipment; ability to use computers as word processor and desktop publishing tool. Use Word, Excel, Adobe PDF creator and student information systems as well as other internet based programs. Be familiar with state and federal regulations pertaining to credential requirements.
- Ability: To be responsible for the office functions in support of the Director of Student Support Services. Interpret and apply rules, policies, and regulations with good judgment in a variety of situations. Work with minimum supervision; To be pleasant, cooperative, and tactful in working with others; handle confidential material with wisdom and discretion; handle all situations with dignity and propriety; perform responsible clerical work with accuracy and speed; make arithmetical calculations quickly and accurately; compile and maintain accurate and complete records and reports, requisitions, flyers, press releases; type accurately from clear copy at a rate of 45 words per minute; understand and carry out oral and written directions; operate office and machines; carry out good public relations programs.

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**TYPICAL DUTIES:**

1. Screen calls and receive visitors for the Director of Student Support Services.
2. Schedule appointments for the Director as needed
3. Prioritize and sort mail, correspondence, memos, reports, and project applications for the Director of Student Support Services.
4. Coordinate and manage correspondence and files relative to:
  - 4.1 Special Education
  - 4.2 Special Grants
  - 4.3 Health Services
  - 4.4 Student Attendance
  - 4.5 Student Assessment
5. Assist with clerical duties in the District Office as determined by the Director of Student Support Services.
6. Prepare and assist with reports including but not limited to: student performance, staffing, post-secondary and student attendance and enrollment.
7. Assist with professional development/collaboration presentations, special projects and provide clerical support for professional development including registration, event planning, and technology set up.
8. Process submitted Individualized Educational Plans and review for accuracy and compliance including verification of service.
9. Assist with the organization of parent/guardian meetings and presentations.
10. Maintain a calendar of all department activities.
11. Maintain weekly accurate and complete site specific caseload lists.
12. Maintain accurate student databases (such as Special Education Information System, Student Study Team and other learning center programs).
13. Maintain all special education program records in compliance with state, federal and district guidelines.
14. Assist with annual transition Individualized Education Plans and the transfer of files from feeder schools.
15. Assist with California Department Of Education reporting requirements.
16. Assist with the coordination of Extended School Year.
17. Process mileage and incidental expense claims, purchase orders, low incidence requests, etc., related to the Student Support Services department.
18. Provide administrative support to Director of Student Support Services including, but not limited to confidential files, tracking, and calendar management correspondence and answering all incoming calls.

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19. Maintain the locked confidential Special Education files housed at the Student Services department.
20. Process all contracts with Non-public schools, Non-public agencies and other Student Support Services related specialists.
21. Maintain inventory and order all department supplies and equipment.
22. Meet and interact with employees and parents/guardians in routine situations, which require tact, discretion and courtesy.
23. Use written communication, including email, appropriately and professionally.
24. Work effectively with all levels of school personnel by interacting positively with teachers, teaching assistants, contract staff, administrators, and other support personnel.
25. Request records for new special education/504 students and forwards records of withdrawing students to receiving districts.
26. Notify case managers and Director of Student Support Services when documentation, data reports, or required special education record, including IEPs, are incomplete or untimely.
27. Research, create, input, format, organize, and edit relevant data as needed or requested and prepare in a usable format.
28. Independently answer routine questions, and correspondence not requiring the supervisor's attention.
29. Assist with the daily coordination of assigning substitute instructional assistants to schools of the district.
30. Other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, bend, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with Ripon Unified staff and the public.

**IMMEDIATE SUPERVISOR:** Director of Student Support Services.

**ASSIGNMENT:** 8 hours per day as determined by the Director of Student Support Services.

**SALARY:** Confidential Salary Schedule: Range 302 (260 Days Per Year)