

**SANTA CRUZ COUNTY OFFICE OF EDUCATION**  
**EXECUTIVE ASSISTANT, SELPA/MIS TECHNICIAN**

**DEFINITION**

Under direction of the Senior Director of the North Santa Cruz County Special Education Local Planning Area (NSCC SELPA), independently perform a variety of highly responsible, confidential, and complex secretarial, technical, analytical, and administrative duties in support of the NSCC SELPA; provide assistance on the application of SELPA regulations and policies; perform a variety of specialized duties related to SELPA including the collection and reporting of pupil counts and other related data from the Local Education Agencies (LEA), the maintenance of a comprehensive management information system; train and provide technical expertise to LEAs on management information in Individual Education Program systems; coordinate and maintain inventory of SELPA low incidence equipment; assist in planning, organizing, and coordinating support activities, operations, and full functions related to the assigned division; coordinate and organize meetings, workshops, and trainings; and provide general information and assistance to districts, faculty, staff, and the general public.

**SUPERVISION EXERCISED**

May exercise technical and functional oversight of other departmental staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Attend to and process administrative details not requiring the immediate attention of the supervisor; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.

Perform responsible and difficult secretarial and administrative work involving the use of independent judgment and personal initiative; perform varied and responsible secretarial duties to assist in the processing and completion of administrative operations for the program.

Serve as a resource and provide information regarding NSCC SELPA services, procedures, objectives, and operational functions to the public, the County Office of Education staff, NSCC SELPA districts, other State of California SELPAs, and the California Department of Education; receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files; resolve complaints; refer caller to appropriate sources as necessary.

Provide a full range of support to the NSCC SELPA, including developing agendas and packets, taking and preparing minutes, developing reports, implementing professional development, and maintaining records and files.

Train and provide technical assistance and support to Local Educational Agencies for SELPA's student enrollment reporting in internet-based Student Information Systems (SIS) and Individual Education Program (IEP) database Special Education Information System (SEIS), California Longitudinal Pupil Achievement Data System (CALPADS); maintain SEIS; and conduct LEA needs assessments and trainings for the MIS System.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Conduct ongoing trainings for district and county personnel; assess training needs of users; develop workshop curriculum; create written documentation and workshop materials; schedule and implement training sessions and review evaluation feedback of participants; train one on one if needed.

Establish, assign, maintain SELPA control, passwords, and user access to accounts as applicable.

Compile, import, export, and submit requested data to and from applicable programs and software on behalf of the Districts and SELPA to County, State, and Federal agencies within established timelines; initiate queries and generate a variety of reports to monitor data and compliance; audit data entry errors and ensure accuracy of input and output data.

Review data from local education agencies; inputs and codes data into assigned systems; extract data as needed; prepare and maintain a variety of records and files related to work; assist in providing information and data for reports, including mandated reports.

Enter and edit student data into automated systems; generate and review reports, including those required by the CDE; monitor program data and ensure data collection and reporting procedures meet mandated regulations; ensure the accuracy and content of data and reports; identify and correct discrepancies; confer with technical and programming staff regarding system modifications and information needs.

Collaboratively work with and effectively communicate with the district data teams, other departments, administrators, governmental agencies, and outside organizations to collect and provide data and exchange information; notify users of system changes; coordinate activities, and resolve issues or concerns.

Work with school districts and SELPAs to verify and maintain the completeness, conformity, consistency, accuracy, timeliness, and integrity of data extracted and loaded from district's school information system into CALPADS and SEIS.

Act as a liaison between the SELPA, CDE, school districts, and regulatory agencies; serve as a resource to the responsible program administrators and district personnel.

Provide support to district personnel on the software systems used by the SELPA. Provide technical support to program staff and participating programs in processing data, interpreting regulations and procedures, and using student systems, databases, peripherals equipment, and/or networks.

Prepare and submit local, state, and federal reports (financial, student information, compliance monitoring, performance plans, etc.) using business and state software applications for the purpose of complying with relevant state, federal and/or program accounting and reporting requirements.

Identify and advise the responsible program administrators of unmet department needs or compliance issues; research and evaluate compliance issues; and recommend procedures to correct deficiencies.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Provide technical information concerning policies and procedures in special education according to established local, state, and federal guidelines; respond to inquiries from in and out of district personnel as requested; maintain confidentiality of sensitive student and staff information; provide and distribute forms and templates to appropriate personnel.

Support the maintenance of the SELPA website.

Coordinate and analyze annual data collection and audit enrollment reports from all LEAs for compilation for regional, state, and federal reports.

Receive, compile, and organize information for the preparation of correspondence, documents, and reports as assigned; prepare a variety of correspondence, documents, and reports including resolutions, manuals, and contract; compose confidential correspondence, documents, and reports; maintain confidentiality of information.

Prepare information needed in decisions relating to all areas of division or the program and the implementation of County Office and SELPA's policies and programs; research, collect, compile, tabulate, analyze, and summarize data, and statistical information pertaining to SELPA activities and student enrollment or to specified administrative or educational activities, operations, or functions as assigned; prepare a variety of fiscal, statistical, and administrative summaries and reports.

Coordinate and/or attend various meetings as assigned; prepare agenda items.

Establish and maintain complete records and files. Forward or assist staff and agencies in obtaining records for students as requested in compliance with confidentiality laws and regulations.

Coordinate, supervise and monitor special projects, assignments and activities as assigned; maintain control files on matters in progress and expedite their completion.

Coordinate, prioritize, schedule, and oversee the work flow of assigned operations in conjunction with other units and agencies as assigned; train, oversee, and co-evaluate performance of selected personnel.

Coordinate, organize and schedule trainings, workshops, meetings and webinars; communicate with speakers and participants, order, prepare and assemble event materials; organize registration and perform follow-up activities.

Arrange interviews, appointments, schedules, conferences, travel arrangements and itineraries related to functions of the assigned division; maintain detailed calendar for assigned staff; prepare and maintain master calendar.

Monitor monthly expenses for workshops and low incidence equipment requests ensuring compliance to annual SELPA budget.

Coordinate office telecommunications; troubleshoot problems; call for repairs and new lines; program main telephone computer for line changes and implementation of features.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Assume responsibility for the maintenance of office equipment including copier, printer, and fax machine; troubleshoot minor problems; initiate repair orders.

Operate modern office machines and equipment including computers, printers, copiers, calculators, and FAX machines; routinely use a full range of word and Google suite processing and spreadsheet computer software applications.

Order, receive, inventory, store, and distribute supplies, forms, and related items.

Attend and participate in staff meetings and in-services activities; attend workshops, conferences, and classes to increase professional knowledge.

Assist in the compilation, organization, printing and distribution of materials including test and instructional materials.

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices of policies, procedures and federal, state, and local laws, codes and regulations governing SELPA and related legal requirements and compliance monitoring.

Principles and practices of basic fiscal, statistical, and administrative data collection and report preparation.

Modern office procedures, methods, and equipment including computer equipment and applicable software programs.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of business letter writing and other formal written communication.

Principles and procedures of record keeping.

Principles and techniques and etiquette used in dealing with the public, outside agencies, and school districts.

Word and Google suite processing methods, techniques, and programs including spreadsheet and database applications.

Systems, resources, databases, and platforms typically used in a Special Education Department or environment, such as, but not limited to, web-based Special Education Information Systems and Student Management Information Systems (e.g. SEIS, CALPADS and various SIS).

Practices used in minute taking and preparation.

Basic mathematical principles.

**Skill and Ability to:**

Operate modern office equipment including computer equipment.

Type at a speed necessary for successful job performance.

Work under limited supervision within a broad framework of standard policies and procedures.

Use independent judgment, initiative, good human relations, and problem solving skills in the application and follow through on decisions.

Understand the organization and operation of SELPA and the County Office necessary to assume assigned responsibilities.

Perform mathematical computations quickly and accurately.

Analyze data and select the best solution from a range of alternatives.

Compile and tabulate data and information and prepare summaries and reports.

Plan and organize work to meet schedules and timelines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Learn the procedures, functions, and limitations of assigned position.

Learn, interpret, and apply pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

**EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

Equivalent to the completion of the twelfth grade or equivalent, supplemented by college-level course work in office practices, management, business administration and formal or informal specialized training in computer program usage and technology.

**Experience:**

Four years of technical and responsible administrative experience in a broad range of varied and responsible experience involving decision making.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license and appropriate vehicle operation insurance.

**Qualification Requirements:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SPECIAL REQUIREMENTS**

*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. Essential duties require the following physical skills and work environment:*

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended period of time; dexterity of hands and fingers to operate a computer and sustain repetitive motion of wrists and hands for intervals of time, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Ability to work in a standard office environment.

**Approval Date:** June 19, 2012

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