



**Santa Barbara County**  
**Special Education Local Plan Area**  
A Joint Powers Agency

**SBCSELPA EXECUTIVE ASSISTANT**

**POSITION DEFINITION:**

Under direction of the SBCSELPA Executive Director, Coordinator, and Office Manager, performs general clerical functions to the SBCSELPA, as well as support to the SBCSELPA Mental Health Specialists. This position requires some fluency in Spanish.

**QUALIFICATIONS:**

Graduation from high school or equivalent including or supplemented by business courses. Bilingual in speaking, reading, and writing Spanish is highly desirable

**EXPERIENCE:**

- Past experience in use of Microsoft Office Suite products to include Excel
- Past experience in data entry and basic office functions

**PRIMARY JOB DUTIES:**

- Serves as a confidential assistant to the SBCSELPA Executive Director, Coordinator, and SEAM/SEAMBO
- Coordinates the preparation and drafting of the component sections of the SEAM/SEAMBO agenda; attends meetings and takes and transcribes notes; prepares meeting minutes for editing and distributes minute summaries as required
- Assists in the dissemination of material to LEAs/districts
- Responds to inquiries related to SBCSELPA policies, regulations, and operational procedures
- Assist Coordinator in coordination and facilitation of Professional Development training, Transition Fair and other SBCSELPA related trainings and events as directed
- Attends to administrative and clerical detail utilizing initiative and good judgment
- Requires a familiarity with legal mandates, policies, and regulations; independently prepares for Administrator's review correspondence, memoranda, reports and a variety of other communicative subject matter that may include privileged and highly sensitive materials
- Review and editing of written documents for the SBCSELPA Executive Director
- Assists in the oversight of and posting of materials on the SBCSELPA website
- Oversees the ordering of materials and supplies for the SBCSELPA office
- Composes correspondence concerning a wide range of subjects requiring a knowledge of policies, regulations, and operational procedures; reviews outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction and punctuation; serves as an administrative aide by receiving and responding to inquiries from either office visitors or from telephone contracts

- Take notes of meetings with LEAs/districts and conferences, and prepares an accurate summary or meeting minutes for approval
- Assists SBCSELPA Director engage in master contracts with requesting agencies or consultants
- Oversee the data entry into the IEP/SIRAS computer-based system related to user access, etc.
- Prepare and input data into a computerized record management, storage and retrieval system by means of a data terminal; responsible for special education management information system including ordering reports, compiling data on pupil counts, preparing instructions for district use, coordinating programming changes; reviews, evaluates for accuracy and utilizes the output reports in the office operational functions; maintains a variety of records and files, which may include personnel, budget, expenditure, and payroll data; assists with budget planning and expenditure control
- Schedules conferences and meetings with various panels and committees
- SEAM and SEAMBO agendas prepared and sent to special education directors and fiscal staff via e-mail using Padlet. Copies made for SELPA Director and Coordinator and yourself.
- NPA/NPS Master Contracts and ISAs – as placements are made through the year.
- Journal Entries
- First NPS invoices (July through December) sent to districts. Formula for calculation of how much districts owe is included in SELPA Policy 3204.
- E-mails to all those with current NPA/NPS master contracts to get rates for upcoming school year.
- Begin contracts for next year including Audiological, NPS, NPA
- Do all NPA and NPS master contracts and NPS ISAs for upcoming school year. Give to secretary for inclusion on June JPA Board agenda – a blank copy of the NPA Master Contract, blank copy of NPS Master Contract and copy of each agency's rate sheet.
- Do audiologic contracts for upcoming school year and give to secretary for JPA Board inclusion.
- Annual CPI list of those trained in prior year sent to directors (Brian now doing this – as of 2019-20)
- NPS invoices for January through June sent to district. This may take place in July as you have to wait for the June invoices to arrive before doing the calculations.
- Performs a variety of clerical and support duties to relieve the administrators of administrative and clerical detail; assists in assuring smooth and efficient office operations; coordinates flow of communications and information for the administrators
- Manages arrangements for conferences, workshops, and travel.
- Drive occasionally for department business
- Develop and maintain procedures, and databases, for a variety of department functions.
- Attend seminars, training sessions and meetings as assigned; Participate on committees as assigned.
- Receives and handles telephone and personal contacts of a sensitive nature from superintendents, district directors, business administrators, parents, and other agencies maintaining confidentiality.
- Independently compose and prepare a variety of correspondence, documents, forms, and materials from oral directions, rough drafts, handwritten notes, or charts using a variety of software independently with minimal supervision and direction.

- Effectively uses word processing, database, and spreadsheet software application programs and student program-specific information system(s) in the course of assigned duties.
- Prepares letters, memos, and forms, requesting, providing, or verifying information; composes correspondence from rough drafts; receive, screen and route mail.
- Operates computers and peripheral equipment to enter, revise and update information; generates reports, lists and summaries, charts and reports as needed; utilizes various software applications as required by the position including Office Suite: Word, Excel, Publisher – as well as other programs including OMS, SIRAS, Adobe, etc.
- Utilizes assigned computer system and software to generate a variety of documents, records, lists and reports related to Special Education student data and information; initiates queries; compiles information and manipulates data from multiple sources; verifies accuracy of input and output of data
- Assists Coordinator with set up and breakdown of PD Workshops. Maintains and updates SBCSELPA Conference Room Calendar.
- Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide general information concerning policies and procedures of assigned program or office
- Performs ADR intake as needed, including the dissemination of procedure and protocol.
- Provide support to Mental Health WRAP team, Mental Health Specialists, and SBC SELPA BCBAS. Set up Individualized Education Plan meetings for students placed in Non-Public Schools.
- Performs other job-related duties as assigned

#### **KNOWLEDGE OF:**

- Clerical functions to include word processing, answering phones, and data base set up
- Modern office practices and equipment, including automated data management, storage and retrieval systems, to include use of the Microsoft Office Suite
- Use of proper English usage, spelling, punctuation, grammar, and manuscript and report formatting
- Legal mandates, policies, regulations, and operational procedures which govern the activities of the administrator's office

#### **ABILITY TO:**

- Coordinate, organize and schedule a variety SBCSELPA operations in a given day or week
- Compile and prepare accurate and data base files
- Communicate and collaborate with others, as well as take direction and feedback
- Effectively communicate in oral and written form
- Maintain confidentiality at all times
- Be able to multi-task and keep track of meetings set, persons to invite, etc.
- Type at a net corrected speed of 60 words per minute
- Understand and carryout oral and written directions
- Establish and maintain cooperative working relationships
- Edit letters of correspondence for administrators as needed
- Assist with event setup, sign-in and break-down

#### **PHYSICAL ABILITIES:**

- Hearing and speaking to exchange information

- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting for extended periods of time
- Bending at the waist, kneeling or crouching to retrieve and store files
- Assist with event setup, sign-in and break-down of events which may require lifting of at least 25 LBS

Approved 10/3/16 by the JPA Board

Approved 08/26/19 by the JPA Board

**Approved 03/01/2020 by the JPA Board**