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**SPECIAL EDUCATION**  
**Office Support**  
**Technician**

**Summary of Functions**

Provides support and assistance to the Special Services Confidential Secretary

**Essential Duties and Responsibilities**

**Assistance:** Assists with maintaining accurate records recording federal programs, professional development, assessment data, attendance data, transfer of records and communications.

**Calendar:** Creates and maintain department calendar.

**Technical Assistance:** Provides information and assistance to supervisors and employees regarding personnel matters such as transfers, salary increments, resignations, unemployment, etc.

**Reports:** Prepares reports and maintain records as directed by the superintendent or designee in the areas of federal programs, curriculum, and public relations including student achievement, attendance, professional development.

**Data:** Assists in data entry for the Federal Programs including applications, budgeting, and evaluations.

**Meetings:** Make arrangements for meetings including time, advance notice, agenda space, layout, equipment, and refreshments. Assembles background material as needed. May be required to record and transcribe minutes for various meetings.

**Files:** Establishes and maintains files in a logical, ordered manner including labels and physical aspects to facilitate locating and retrieving files and documents. Searches for and assembles information from files and documents in the office and from outside sources. Establishes and maintains personnel and other necessary files for all district employees.

**Confidentiality:** Maintains safeguards over protected, privileged, or confidential information, verbal and written, to prevent unauthorized disclosures. Understands that certain information may be critically and legally sensitive and does not share it with others.

**Communications:** Communicates and prepares correspondence effectively, both in writing and verbally, with employees, department supervisors, governmental agencies, and the public as necessary a smooth flow of work in process.

**Backup:** On a temporary, rotating basis, serves as backup to receptionist, answering phones and greeting visitors, during breaks or lunch as assigned.

Public Relations: Establishes and maintains good relationships with supervisor, co-workers, other district personnel, students, parents, suppliers and the public. Works to enhance the appearance and professionalism of the office.

Other: Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Organizational Relationships: Supervised by and reports to the Director of Special Services or designee.

### **Qualifications**

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. High school diploma or equivalent.
2. Knowledge of office practices and procedures.
3. Knowledge of and experience in operating office equipment, including calculators, copiers, fax machines, and typewriters.
4. Proficient with desktop computers, preferably Microsoft operating system, Word and Excel.
5. Skilled as a typist/keyboard.
6. Good communication and organization skills.
7. Ability to work with others and without close supervision.
8. Ability to handle details accurately.
9. Ability to focus on work despite open office interruptions.
10. Good work habits.

### **Desirable Qualifications**

Experience in school or other governmental operations/office work.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

