



Job Description

POSITION TITLE:	Program Support Specialist	#2282
SALARY PLACEMENT:	Classified/Confidential, Supervisory Salary Schedule Range 3	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess equivalent of the completion of the twelfth grade. Three years upper-level secretarial experience at a confidential or supervisory level

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Experience working in a school district or county office of education. Experience in accounting including preparation of complex accounting reports/multiple budgets and analyses in support of major problems and special projects.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Advanced computer skills (including spreadsheets, word processing, and databases). Experience in business procedures and applications. Ability to carry out oral and written directions; make decisions independently; communicate effectively; establish and maintain cooperative working relationships; and to prepare correspondence independently. Ability to communicate effectively, both orally and in writing. Be flexible and receptive.

SUMMARY OF POSITION:

Under general direction of management personnel, performs a wide variety of complex and responsible supervisory, secretarial, technical, clerical, and budgetary duties; has extensive dealings with the public and school district personnel. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Establish and maintain documentation, records, files, and logs relating to student enrollment and system management of the electronic IEP file in the special education department.
2. Organize, direct, and coordinate a variety of clerical/secretarial, administrative, and operational support activities; plan, train, supervise, and monitor the work of assigned clerical/secretarial staff.
3. Understand, interpret, and apply established rules, procedures, policies, and operations of program.
4. Receive, review, and verify documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies, and procedures. Process documents in compliance with established policies and procedures.
5. Establish and maintain a variety of recordkeeping/tracking systems and prepare related reports and presentations.
6. Perform highly specialized accounting and budgetary functions.
 1. Prepare correspondence independently on matters not requiring personal attention of the supervisor.
 7. Coordinate and facilitate program meetings as necessary.
 8. Responsibility for the coordination of lunch program for the special education department.
 9. Respond to administrative, program, state and federal, and other related inquiries on behalf of the Director.
 10. Maintain strict confidentiality on all job-related matters.
 11. All other 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/typewriter, 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, and bend over, 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 SJCOE staff, district staff, and the public.

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