



# CASTAIC UNION SCHOOL DISTRICT

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Stacy Dobbs • Fred Malcomb • Mayreen Burk • Laura Pearson • John Richard  
*President Clerk Member Member Member*

## CLASSIFIED EMPLOYMENT OPPORTUNITY

### **SECRETARY – DISTRICT OFFICE (STUDENT SUPPORT SERVICES)**

**District Office**

**8.0 hrs per day (8:00 am – 4:30 pm), 12 months per year**

**Salary: Range 18, Step 1, \$17.71 per hour**

**OPENING DATE: April 10, 2019**

**CLOSING DATE: April 17, 2019 by 4:00 p.m.**

#### **CLASS DEFINITION:** Classified

Under the direction of the Director of Student Support Services or designee, must be able to perform complex and responsible secretarial and clerical duties in support of the Student Support Services department. Maintain comprehensive and confidential records related to Special Education and other support services for students; coordinate communications within the department, with District personnel and outside organizations.

#### **QUALIFICATIONS:**

1. Must successfully complete a pre-employment medical examination and be free of communicable diseases. Must meet district and state standards for physical and mental health.
2. High School Diploma or equivalent
3. Ability to pass District Proficiency Examination.
4. Accurate typing skills with ability to type 50 words per minute.
5. A minimum of five (5) years of increasingly responsible clerical and secretarial experience. (Previous experience in the district or school level is desirable).
6. Knowledge of current office methods and procedures. Knowledge of purchasing and student information systems. Must be proficient with current office equipment and technology.
7. Able to communicate with correct grammar, punctuation, spelling and vocabulary in verbal and written form.
8. Valid California driver's license and proof of auto insurance.
9. Bilingual (Spanish) is desirable.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Performs a variety of responsible secretarial and clerical support duties for the Director of Student Support Services and departmental staff; manage and coordinate office duties.
2. Communicate with site, District Office personnel, parents and community, to receive and relay information; coordinate meetings, conferences and workshops, and explain the regulations, requirements and policies concerning Student Support Services.
3. Prepare and maintain comprehensive records related to Special Education and Student Support Services including, but not limited to budgets, expenditures, personnel, District Residency/Attendance and Suspension/Expulsion.

4. Prepare and maintain vendor contracts and support documentation on all MOU's and contracts for outside NPS (Non-Public Schools), private facilities, and other services that we contract for the school year. Maintain and prepare all invoices from our contractors.
5. Prepare and maintain records for all new incoming interns for the counseling and psychologist program.
6. Prepare and maintain all records for special education preschool from early start referrals to 3 year assessments. Prepare all paperwork that pertains to preschool enrollment.
7. Prepare and process requisition requests according to established procedures; order office supplies and Special Education testing materials.
8. Prepare and maintain all records and pupil changes that pertain to our Regional Visual Impairment and Orientation and Mobility program by communicating with our SELPA and SCV districts.
9. Maintain records related to departmental staff calendars and work schedules. Prepare department staff time sheets, reimbursement requests, facility requests, service calendars, and absence request forms, plus mileage sheets for those who qualify.
10. Prepare and maintain comprehensive records related to bus transportation for Special Education students.
11. Maintain all IEP's, 504's and update information in the student database.
12. Assist special education staff with technical questions, updates and reports on the SEIS system.
13. Perform related duties as assigned.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the Performance Responsibilities of this job description are the following essential physical requirements.

- a. Ability to work at a desk, conference table or in meetings of various configurations.
- b. Ability to stand, walk and be physically active for extended periods of time up to the duration of the shift.
- c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- d. Ability to hear and understand speech at normal levels.
- e. Ability to communicate so others will be able to clearly understand a normal conversation.
- f. Ability to bend and twist, sit, stoop, kneel, push, pull, and crawl.
- g. Ability to lift 25 lbs.
- h. Ability to carry 25 lbs.
- i. Able to exhibit full range of motion for:
  - Shoulder external rotation and internal rotation
  - Shoulder abduction and adduction
  - Elbow flexion and extension
  - Shoulder extension and flexion
  - Back lateral flexion
  - Hip flexion and extension
  - Knee flexion and extension
- j. Ability to reach in all directions.
- k. Able to demonstrate manual dexterity necessary to operate a computer and other equipment in a safe and efficient manner

Application Forms Available at [www.castaicusd.com](http://www.castaicusd.com)

*In accordance with Public Law 99-603 (U.S. Immigration and Naturalization Service), we wish to give all applicants this preliminary advice: PL 99-603 requires that all employees hired after November 6, 1986, provide proof of work eligibility and, therefore, we are asking that applicants be prepared to provide appropriate documentation which establishes their right to work in this country. The Castaic Union School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. This non-discrimination regulation covers admission and access to, and treatment and employment in, the District's programs and activities. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the district's grievance procedures, may be directed to: Title IX (or sex equity) Coordinator and Section 504 (or disability) Coordinator, Steve Doyle, Superintendent, Castaic Union School District.*