

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SCHOOL OFFICE COORDINATOR SPECIAL EDUCATION

BASIC FUNCTION:

Under the supervision of the Principal – Special Education, performs a variety of highly responsible administrative and operational support functions for an assigned special education cluster of student/instructional programs; coordinates the day to day operations of an assigned cluster office and sites; relieves the Principal of routine administrative matters; prepares and maintains various records and reports; assures accuracy of data and compliance with state and federal requirements.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification work directly with a special education cluster Principal, responsible for multiple special education sites with are expected to exercise

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school and supplemented by one year of college level coursework in a related area of study, and three years of clerical or secretarial experience involving frequent public contact, supplemented by successful completion of an administrative assistant office management, or secretarial training program.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Sitting for extended periods of time.

Kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read, prepare and assure the accuracy of documents.

Moving and transporting office materials and lifting light objects.

Approved by Personnel Commission December 14, 2016

Kristin Olson
Director Classified Personnel Services

Date: 12/14/16