



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Program Support Specialist

JOB SUMMARY:

Under the general direction of administrator or assigned supervisor performs clerical and statistical record-keeping support duties related to the monitoring of specialized student services; provides student database assistance to school site personnel; performs complex secretarial services and related statistical work in compiling, reviewing, analyzing, maintaining, and reporting student and staff information; communicates with staff, parents and outside agencies; duties involve recordkeeping, budget maintenance, data entry, database management, office organization and serving as an information resource for the department.

CLASS CHARACTERISTICS:

Positions directly support student programs. Incumbents independently perform assigned duties, exercise judgment and discretion according to established Federal, State, and District mandates and procedures. Performance of the assigned duties requires interface with regulatory agencies. Positions are distinguished by the high level of responsibility over the preparation, accuracy, and control of the student database within the assigned program.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Organize, prepare, enter, and control student data for use in developing and monitoring services, provider caseloads, and preparing and submitting student data reports;
- Coordinate entry of data into the department student database and oversee the maintenance of the database;
- Complete and submit student data reports as required by the State; develop, produce, and distribute routine and special reports as requested by administration;
- Request student records from other agencies when appropriate and from other school districts for transferring students; respond to request for access to student records from other agencies and school districts;
- Provide training and technical assistance to program personnel regarding database student records;
- Provide parents with information regarding assigned program and services;
- Operate a variety of office equipment including a copier, fax machine, calculator, typewriter, a computer and assigned program software i.e. SEIS – Special Education Information System;
- Prepare personnel requisitions, answer questions regarding account numbers, and working hours;
- Assist with Medi-Cal expenditures and reimbursements using Medi-Cal funding;
- Maintain statistical data, financial records, budget and financial reports;

- Order tests and test protocols, supplies and equipment;
- Prepare purchase orders and log monthly mileage reimbursements;
- Submit year end billing to West Orange County Consortium for Special Education (WOCCSE) for staff development.

Other Related Duties

- Maintain budget records, compile and post data for budget preparation;
- Resolve issues, problems, and complaints as appropriate;
- Maintain cash revolving account and balance revolving account, may count cash receipts and prepare money for deposit;
- Order, price and verify receipt of materials, equipment and supplies;
- Create, maintain and balance staffing lists for the program;
- Create and maintain student class lists.

SUPERVISION:

Receives general supervision from a department administrator, District or program administrator.

Provides leadership and coordination within the department assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, terms, equipment used in an office environment including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- English usage, spelling, grammar and punctuation;
- Business math in performing bookkeeping duties;
- Recordkeeping, filing system procedures, and report preparation techniques;
- Business office telephone techniques and etiquette.

Ability to:

- Read, understand, and explain a variety of general and technical policies and procedures;
- Perform secretarial and statistical work with efficiency, speed and accuracy;
- Operate various standard and specialized office equipment including a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- Perform mathematical computations with speed and accuracy;
- Maintain financial and statistical records;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand and carry out oral and written instructions;
- Rapidly learn procedures and software as required;
- Compile, assemble, verify and prepare data records and reports;
- Compose correspondence and written materials independently;
- Enter data, query for, retrieve, analyze, organize, and prepare data;

- Maintain security and confidentiality of privileged and sensitive information;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- High School Diploma or equivalent;
- College level coursework in bookkeeping or accounting is desirable.
- Training in record-keeping and/or data processing is desirable.

Experience:

- Two years of progressively responsible clerical and secretarial experience is required;
- Database data entry and maintenance experience is preferred.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to walk, sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: sometimes lift and carry; occasionally stoop, kneel, crouch, reach, grip, and grasp. The work involves little to light physical efforts; occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 35

Classified Bargaining Unit

New Classification Effective: 5/9/2013

Job Description Review and Revisions Effective: 7/14/16