



T U L S A

PUBLIC SCHOOLS

Job Title: Administrative Assistant IV - Special Education

Department: Special Education
Reports To: Director of Special Education
Grade: CA-12
Number of Days: 12 Months
Security Access: ESC
Current Date: May 8, 2017
Overtime Status: Non-Exempt

Job Objectives: Assist the Director of Special Education; compose and edit correspondence, memoranda, and forms required of the department; maintain department records and filing systems and computer databases, as required; communicate with parents, patrons, and district personnel in a positive, professional manner.

Minimum Qualifications:

- High School diploma or equivalent.
- Experience performing executive or administrative secretarial duties.
- Extensive knowledge of the operation and programs of the school system.
- Knowledge of other departments' functions.
- Ability to exercise independent judgment in all aspects of the position and to deal with changing priorities, make decisions in accordance with federal, state and local rules, regulations, statutes, and Board policy, and apply these to work problems.
- Ability to deal effectively and courteously with members of the community and school system.
- Manage multiple tasks efficiently and effectively in stressful situations.
- Extensive oral and written communication skills necessary.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serve as secretary and assistant to the Director of Special Education with minimal direction; maintain an efficiently operating office; receive and screen callers in a professional polite, tactful manner.
- Give assistance on the operations of the office; refer callers to other employees, officials or departments when warranted.
- Provide director with appropriate meeting materials; compose and edit correspondence, memoranda and forms required of the department; prepare agendas for meetings, school board preparation items and other documents as required.
- Handle various aspects of the department unrestricted budget to include budget transfers, expenditure transfers, monitoring of the budget and reports.
- Maintain spreadsheets for projects; process requisitions

- Ability to use the Internet for research; have effective positive interpersonal communication skills.
- Handle emergency situations and notify appropriate personnel of resolution; serve as liaison for the administrator with other district staff and the public,
- Perform other tasks or services consistent with this position.
- Ensure the smooth and efficient operation of the department by performing a variety of complex secretarial and administrative duties.
- May be required to be a Notary Public.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must have considerable knowledge of business office management, grammar, spelling and business correspondence.
- Possess advanced computer skills, including proficiency in MicroSoft Office, using Word, Excel, PowerPoint, and Publisher to create complex word processing, graphics, charts, and templates.

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.