



**Job Title:** Administrative Assistant I, Special Education

**Department:** Special Education  
**Reports To:** Director of Special Education  
**Grade:** CA-05  
**Number of Days:** Varies  
**Security Access:**  
**Current Date:** June 18, 2015  
**Overtime Status:** Non-Exempt

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**Position Summary:** To ensure the smooth and efficient operation of the Special Services Department by performing a variety of complex secretarial duties.

**Minimum Qualifications/Job Requirements:**

**Education:**

- High school diploma or equivalent.

**Specialized Knowledge, Licenses, etc:**

**Experience:**

**Specific Training/Skills:**

- Computer skills required.
- Good communication and organizational skills necessary.
- Ability to handle multiple tasks necessary.

**Other:**

- Considerable knowledge of business office management, grammar, spelling and business correspondence.
- Computer skills including graphics, charts, spreadsheets, complex word processing, and templates.
- Ability to exercise independent judgment in all aspects of the position and to deal with changing priorities.
- 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.

**Essential Job Functions:**

- Serve as secretary to the special education department with minimal direction from the director. Maintain an efficiently operating office.
- Receive and screen callers in a professional, polite and tactful manner; give assistance on the operations of the office; refer callers to other employees, officials or departments when warranted.
- Assist with file maintenance.

- Compose and edit correspondence, memoranda and forms required of the department.
- Prepare agendas for meetings and other documents as required.
- Prepare appropriate reports and paperwork as requested by the director.
- Use effective positive interpersonal communication skills.
- Perform other tasks or services consistent with this position.
- Other duties as assigned.

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

- Standard office environment.

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