

**OPTIONS FOR YOUTH  
JOB DESCRIPTION**

**Job Title:** Special Education Assistant

**Dept:** Special Education

**Work Class:** Non-Credentialed

**Reports To:** Special Education Coordinator

**FLSA Status:** Non-Exempt

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**GENERAL SUMMARY:**

Under supervision, provides organization and clerical support for the special education staff.

The primary goal of this position is to support and carry out the instructional leadership team goals of 100% student retention, 100% CAHSEE pass rates and all charters achieving a 9 or 10 compared to similar schools in a state wide average. This position provides administrative support.

**ESSENTIAL FUNCTIONS OF POSITION INCLUDE, BUT ARE NOT LIMITED TO:**

- Maintaining and updating files
- Record Keeping
- Computer task (Computer skills: Word, Outlook, Excel)
- Assist with the construction of student files
- Mailing documents
- Routine administrative activities
- Acts as liaison in routine administrative activities, phone calls, inquiries or other matters as designated
- Assists with other functions and duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent written and oral communication skills
- Proficiency with Microsoft Word, Outlook, and Excel software.
- Strong organizational skills and attention to detail
- Working knowledge of office equipment (printer, fax, scanner)
- Ability to work independently and coordinate multiple tasks simultaneously with minimal supervision
- Ability to exercise reasonable judgment and maintain confidentiality
- Flexibility
- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**EXPERIENCE:**

- Clerical experience proffered
- Special Education Knowledge helpful

## PERSONAL QUALITIES:

- Professional appearance, appropriate grooming and personality which reflect the OFY core values of mutual trust, mutual respect, integrity and compassion

## EDUCATION AND EXPERIENCE:

- High School Diploma

## WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

\*The specific statements shown in each section of this description are not intended to be all inclusive. They describe the general nature and level of work being performed and/or represent typical elements and criteria considered necessary to successfully perform the job. The Company retains the discretion to add to or change the duties of the position at any time.

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