

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Special Education Budget Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Business Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	040 OTBS
REVISED:	April 2, 2003		

BASIC FUNCTION:

Monitor, provide budget control, and assist with the development of Gifted and Talented Education and Special Education program budgets as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Monitor and provide budget control for the Gifted and Talented Education (GATE) program budget. **E**

Participate in the GATE budget development and make recommendations for changes. **E**

Monitor and provide budget control for central and school site special education supply, equipment, and operating expense budgets. **E**

Review and approve documents such as assignment authorizations, consultant service requests, mileage and travel claims, and other requisitions for proper coding and compliance with program guidelines. **E**

Identify budget problems and make recommendations for resolution. **E**

Prepare budget and expenditure transfers. **E**

Make budget projections. **E**

Input data and generate data base searches on a microcomputer to extract a variety of lists, statistical reports, and schedules. **E**

Monitor and reconcile data processing reports. **E**

Provide accounting control of nonpublic school tuition. **E**

May direct the work of clerical assistants.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school including or supplemented by business training and four years of full-time equivalent budget control or fiscal clerical experience including working with an automated financial system.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Budgetary and accounting principles and procedures.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Record diverse financial data and prepare reports.

Learn and interpret appropriate Special Education funding guidelines.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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