

Julie K. Barsby

OBJECTIVE

To obtain a full time position locally that will enable me to expand my skills and to further my knowledge around various types of administrative, managerial and office practices; while being able to provide the highest level of support that the past 12 years working in Education has afforded me.

EDUCATION

1996 Graduate of Lodi High School

Graduate, United States Air Force Signals Intelligence. Served from 1996 - 2000

MANAGEMENT/LEADERSHIP

I am currently responsible for the day to day operations of our elementary (K-5th) school office. As the only Special Education Administrative Assistant in the department, I was allowed to obtain the highest level of responsibilities and duties to assist the 2 Special Education Directors, 4 Program Specialists, and over 50 Special Education staff members.

- Personally developed SPED office practices, training materials, PowerPoint training, templates and presented to staff for professional development training and webinars. Conducted SEIS training to staff.
- Screened candidates for employment, attended employee interviews, onboard new employees and assisted with confidential HR related employee issues.
- Managed all SPED IEP records in the SEIS system. Created SEIS accounts and managed IEP and staff compliance. Manage school and student records.
- Managed, developed, and calculated all SPED contracts and yearly costs.
- Owned and operated family deli, catering and fruit stand business. I hired, trained and managed 5 employees. Balanced payroll, managed A/R and A/P.

COMMUNICATION

I am comfortable with and able to conduct difficult conversations. I am open to other people's ideas and points of view. I possess excellent personal communication skills and I am an effective listener and a confident speaker.

- Completed Restorative Practices training to further my knowledge and ability to effectively communicate with my co-workers, family, and community.
 - Utilize programs like Google Docs and OneNote to create communication documents for monitoring compliance and accountability with all SPED staff.
 - I pride myself on having excellent customer service and people skills.
 - Utilize different types of technology for conducting weekly conference calls with regional SPED Staff and Outside Agencies.
 - Attended and assisted facilitating weekly meetings with SPED Director and Program Specialists to communicate and obtain department needs.
- Responsible for all schoolwide communications to families and students and staff. \
- Assist Principal and Vice Principal with scheduling meetings, staffings, and parent complaints.

QUALIFICATIONS

· I possess and utilize the following organizational skills: Prioritize, Planning, Organization, Execution, and Efficiency.

Listen and communicate with our students and families. Create a welcoming environment in the front office for visitors and students.

· Maintain and complete yearly contracts with over 15 different NPS/NPA's. Calculate yearly service costs per student, per service and draft Independent Service Agreements for each student.

Maintain student enrollment, attendance, and update student records as needed.

· Monitor Special Ed. Finances and accounts to maintain SPED budget. Process all SPED invoices and accounts payable.

· Manage Special Education student caseloads, IEP compliance in the SEIS system.

CASEMIS/CALPADS Reporting. Create and conduct SEIS training with new staff. Locate and work with outside service providers and agencies.

· Worked directly with the SELPA, CDE, OAH Re: Due Process Hearings, CDE SESR File Compliance Review, and submitting Personnel Data Reports.

· Order all supplies, and items needed for students in the classroom and school staff.

· Assist with screening potential candidates and participate in employee interviews and assist with all Special Education professional development training.

· Arranged for IEP translations and Interpreters. Or parent conference translators.

· Helped create and distribute weekly/monthly newsletter.

· Order and maintain inventory on Assistive Technology devices, Staff IT devices and Assessment Inventories. Manage distribution of student computer devices used for distance learning.

· Assisted with supporting Principal, Program Specialists and SPED Director with timesheet submissions and approvals.

· Create vendor accounts and submit staff qualifications to vendors.

· Ability to type 50 WPM.

· Familiar with programs such as: Word, Excel, PowerPoint, OneNote, Google Docs, SEIS, Powerschool, QuickBooks, and more.

· Familiar with Cash Accounting and Accrual Accounting practices and principals, AR/AP, monitor account balances, follow up with delinquent payments, and draft quarterly statements and reports.

EXPERIENCE

- Office Technician & Special Educ. Data Analyst, TEAM Charter School, 07/6/2020 - Current
- Special Education Administrative Assistant, Aspire Public Schools 06/9/2010 - 05/17/2017
- Owner, Curry Farms Country Store Deli and Catering 05/1/2012 - 12/30/2016
- Typist Clerk II (Special Ed. Dept.) Lodi Unified School District 08/2007 - 06/2010
- Typist Clerk II (Payroll Dept.), Lodi Unified School District 04/2007 - 08/2007
- Retail Management at Victoria's Secret, Hot Topic, and Dillards 2003 - 2006
- United States Air Force, Signals Intelligence 1996 - 2000