

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Records Clerk - Elementary	<b>PAY GRADE:</b> 201
<b>REPORTS TO:</b>	Campus Principal	<b>WORK DAYS:</b> 185 Days
<b>DEPT/SCHOOL:</b>	Assigned Campus	<b>DATE REVISED:</b> 09/2025
<b>WAGE/HOUR STATUS:</b>	Non-Exempt	<b>Hours:</b> 7 Hours

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### **PRIMARY PURPOSE:**

Prepare, assist, and monitor student records.

### **QUALIFICATIONS:**

#### **Education/Certification:**

High school diploma or GED  
Valid Texas educational aide certificate

#### **Special Knowledge/Skills:**

Ability to work well with children with disabilities and teachers.  
Proficient in records keeping and organizational skills  
Knowledge of general office equipment  
Ability to follow verbal and written instructions  
Proficient computer skills  
Bilingual Preferred

#### **Experience:**

One year of clerical experience (preferred)

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Maintain student audit file records on a daily basis maintaining confidentiality.
2. Submit reports to District Special Education Department as requested.
3. Assist LPAC Administrator as requested.
4. Coordinate and schedule ARD meetings including notifying parents of upcoming meetings.

## **MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:**

5. Prepare student electronic files for out-of-district transfer students.
6. Follow district TREx policies when requesting or asked to provide information from/to other schools and/or medical facilities when students enroll/withdraw.
7. Assist diagnostician with monitoring timelines to make sure initial testing, transfer, initial and annual ARDs are scheduled within required timelines.
8. Prepare all necessary folders and data sheets prior to and upon completing required meetings.
9. Maintain accurate records for special education and English learner students.
10. Participate in staff development training programs, faculty meetings, District Records Clerks meetings, and special events as required by supervisor.
11. Uphold and enforce school rules, administrative regulations, and state and local board policy.
12. Assist in supervising students throughout the school day, both inside and outside the classrooms, including lunch duty, bus duty, and playground duty as assigned by your school administrator.
13. Perform other related duties as assigned.

## **EQUIPMENT USED:**

Computer, copier, and other general office equipment.

## **WORKING CONDITIONS:**

### **Mental Demands:**

Reading; ability to communicate effectively both verbal and written; maintain emotional control under stress.

### **Physical Demands/Environmental Factors:**

Normal office and classroom environment, moderate standing, bending, and lifting. Normal office environment subject to interruptions. Regular attendance.

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The foregoing statements are intended to describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities,

duties, and skills that may be required. Depending on the campus/special education enrollment, duties may be increased in classroom and/or records based upon the need.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_