



Position: Office Administration

Assignment: SE Assessment Clerk

Wage/Hour Status: Non-Exempt

Reports to: Special Education Director/Assigned Diag.

Pay Grade: AS231/187 days

Dept./School: Special Education

Date Revised: Spring 2024

Primary Purpose:

To support the diagnostician, speech pathologist, evaluation staff, and special education department in a variety of ways. Assist with legal forms and documentation to ensure efficiency and organization of the office in a consistent manner. Assist in completing needed tasks including copying, filing, updating records, and distributing necessary paperwork to parents and school personnel.

Qualifications:

Minimum Education/Certification:

- High School diploma or equivalent

Special Knowledge/Skills/Experience

- Enjoy working with people.
- Ability to organize and maintain multiple offices.
- Ability to follow verbal and written instructions.
- Ability to transport self, files, and supplies between multiple campuses and administrative offices.
- Ability to multitask.
- Ability to be flexible and handle interruptions while maintaining attention to detail.
- Ability to deal with multiple personalities and maintain calm, professional demeanor with staff.

Major Responsibilities and Duties:

- Always maintain confidentiality.
- Maintain professional relationships with diagnosticians, speech pathologists, and other staff members.
- Communicate effectively with parents, related service personnel, and all levels of campus personnel.
- Maintain appropriate business hours, professional dress, language, behavior, and workspace.
- Follow appropriate policies and procedures for paperwork distribution.
- Continual and accurate maintenance of the Special Education student database and generate and review reports as necessary.
- Continual and accurate maintenance of Special Education students' eligibility folders.
- Effectively use computer, send fax, make telephone calls, take messages, and create, organize, and distribute calendars.
- Create, maintain, and organize an accurate filing system encompassing all legal forms and documents pertaining to Special Education records.
- Prepare ARD paperwork as needed by the diagnostician.
- All other duties as required.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 20 pounds)
- May work prolonged or irregular hours.
- Work with frequent interruptions to meet established deadlines; maintain emotional control under stress.

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name