

PPS CLERK
(10 Month Position)

1. Minimum of a high school diploma.
2. Proficiency with Microsoft Office and Google Applications
3. Knowledge of filing systems and office equipment.
4. Ability to maintain confidentiality.
5. Ability to communicate effectively with adults and children, both in person, via the telephone and email
6. Ability to set priorities and work well under pressure.
7. Detailed oriented and have the ability to work without direction.
8. Courteous and friendly personality.

REPORTS TO:

Building Principal

JOB GOAL:

To assist with efficient compliance to state-mandated special education procedures in the building.

PERFORMANCE RESPONSIBILITIES:

1. Maintains and manages student information on IEP System
2. Schedules and notifies staff members and parents of PPTs.
3. Prepares and mails PPT invitations
4. Maintains an accurate confidential file for each special education student in the building
5. Processes confidential correspondence between staff members, Central Office personnel, parents of special education students, and private psychologists, psychiatrists, physicians.
6. Types special education correspondence as requested
7. Provides, as requested, current and accurate information to the Long Hill for State reporting.
8. Maintains an ample supply of current forms for PPT use
9. Compile ESY list
10. Other duties as assigned by the building principal or his/her designee.