

School Clerk – Special Education

Classification: Classified

Salary Range: 19

Work Year: 177 Days

FLSA Status: Non-exempt

Board Ratified:

OVERALL RESPONSIBILITY

Under the direction of the Director of Special Education performs a variety of accounting and clerical duties.

SPECIFIC RESPONSIBILITIES:

Responsibility to:

- Processes and maintains District special education student records.
- Performs clerical services for the District's special education program.
- Maintains District's special education and regular testing files.
- Maintains psychological files for District students and prepares necessary psychological reports.
- Works with the County Special Education Office to update monthly computer printouts and maintains a supply of all necessary special education forms.
- Communicates regularly with special education staff and the District psychologist and furnishes materials necessary to operate their program.
- Does assigned fiscal procedures and data input.
- Performs assigned clerical duties for District administrators.
- Does related work as assigned.

QUALIFICATIONS

Minimum Requirements:

Knowledge of:

- General office practices and procedures.

Ability to:

- Understand and carry out oral and written directions
- Maintain accurate records
- Type 40 words per minute
- Relate positively to children
- Maintain the confidentiality of school related incidents
- Maintain cooperative relationships with those contacted in the course of work.

Education:

- High School diploma or equivalent.

Experience:

- One year general clerical work experience.

OTHER CHARACTERISTICS:

- Willingness to work overtime with additional pay
- Perform routine and repetitive work efficiently

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- This type of work will involve walking, standing or sitting for extended periods.
- Stooping, squatting, kneeling, overhead reaching and repetitive bending may be involved frequently with this position.
- Perceiving the nature of sound, near, far, and color vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle work with various materials and objects are important aspects of this job.
- The employee must occasionally lift and/or move up to 25 pounds.
- Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee regularly works inside in an office. The noise level in the work environment is usually low to moderate.