

Job Title: CLERK, RECORDS/SPECIAL EDUCATION/504/ DYSLEXIA
Reports to: Director of Special Education
Dept./School: Special Education Office
Wage/Hour Status: Non-exempt
Date Revised: 2014-2015

Primary Purpose

Under direction and supervision of the Director of Special Education perform secretarial/clerical duties related to Special Education, and the district 504/Dyslexia Program.

QUALIFICATIONS

Education

High school diploma or GED

Special Knowledge/Skills

Proficient typing/word processing (minimum of 35 WPM), file maintenance, and 10-key skills
Ability to use personal computer and software to develop spreadsheets, and databases
Knowledge of inventory and secretarial/clerical/filing skills

Experience

Previous experience working in routine secretarial/clerical/filing tasks

MAJOR RESPONSIBILITIES AND DUTIES

File Management

1. Prepare purchase orders.
2. Coordinate instructional materials/equipment for Special Education and 504/Dyslexia personnel.
3. Assist with Special Education and 504/Dyslexia filing.
4. Input data and maintain accurate records of SHARS claims.
5. Perform secretarial duties for the Special Education and 504/Dyslexia staff.
6. Assist in maintaining revisions of all Special Education and 504/Dyslexia forms reflected through TEA and SBOE.
7. Provide technical support as it relates to the Special Education Management System for Special Education/Section 504/Dyslexia staff.
8. Prepare out of district travel arrangements for Special Education/Section 504/Dyslexia staff.
9. Assist with department participation in staff development activities.
10. Schedule Face to Face meetings for all three year old students transferring from the ECI Program to the district Special Education Program for the Director of Special Education.
11. Schedule and provide technical support for all Distance Learning activities including staff development activities and regional and State meetings pertaining to Special Education.
12. Assist in the promotion of positive community relations through effective email and phone communications with parents, teachers, administrators, and other district personnel.

Other

- 13. Perform other duties as assigned by supervisor to include cross training as necessary.
- 14. Maintain confidentiality of information at all times.

Supervisory Responsibilities

None.

EQUIPMENT USED

Personal computer or online computer terminal, printer, typewriter, fax machine, calculator, copier, and other office equipment.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Frequent walking, standing, stooping, bending, and reaching as well as, lifting and moving of moderate to heavy objects. Repetitive hand motions; prolonged use of computer. Work with frequent interruptions, maintain emotional control under stress.

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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____