

**Job Title:** CLERK, RECORDS SPECIAL EDUCATION  
**Reports to:** Director of Special Education  
**Dept./School:** Special Education Office  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** December 14, 2015

### **Primary Purpose**

Maintains files and student records for special education students enrolled in the district. Monitors access to special education student records and maintains proper security and confidentiality.

## **QUALIFICATIONS**

### **Education**

High school diploma or GED

### **Special Knowledge/Skills**

Proficient typing/word processing (minimum of 35 WPM), and file maintenance skills  
Effective communication and interpersonal skills  
Ability to use personal computer  
Strong organizational skills

### **Experience**

One to two years clerical and file maintenance experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **File Management**

1. Maintain files for all special education students enrolled in the district.
2. Process ARD/FIE documentation as submitted by assessment personnel which includes the producing of copies as necessary.
3. Monitor access to special education student files.
4. Maintain log of requests for records, retrieving documents, copying, and mailing records.
5. Assist with the purging of special education student records as scheduled.
6. Assist in the promotion of positive community relations through effective email and phone communications with parents, teachers, administrators and other district personnel.

### **Other**

7. Maintain confidentiality at all times.
8. Perform other duties as assigned by supervisor to include cross training as necessary.

### **Supervisory Responsibilities**

None.

**EQUIPMENT USED**

Personal computer, typewriter, printer, copier, fax machine, and shredder.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

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

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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:** \_\_\_\_\_