

GOOSE CREEK CISD JOB DESCRIPTION

JOB TITLE:	Special Education Clerk	FLSA:	Nonexempt
REPORTS TO:	Campus Special Education Services Coordinator	PAY GRADE:	PSS3/192
LOCATION:	Assigned Campus	DATE REVISED:	February 2014

PRIMARY PURPOSE:

Provide a variety of clerical duties to support members of the Evaluation Team (Diagnosticians; Licensed Specialists in School Psychology; and, Speech Language Pathologists).

QUALIFICATIONS:

EDUCATION/CERTIFICATION

High school diploma; GED; or higher degree

SPECIAL KNOWLEDGE SKILLS

Excellent organizational, and interpersonal skills
Proficient communication skills
Ability to construct effective written communications
Use of basic office equipment

MINIMUM EXPERIENCE

Proficiency in the use of Window based computer systems.
Proficiency in Microsoft Office applications.
Ability to speak Spanish preferred but not required.
Ability to meet and work with people in a positive and helpful manner.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Input/create student data in special education electronic data management system.
2. Provide records for special education students to other evaluation staff in district via the scanning and uploading of records.
3. Submit release for information forms to doctors for students medical records (when appropriate) prior to evaluation date.
4. Communicate with principal, Evaluation Team personnel, teachers, and parents to coordinate the scheduling of IEP team meetings.
5. Schedule all IEP meetings, with planning assistance from individual evaluation team members.
6. Prepare for IEP meetings:
 - Collect needed IEP forms
 - Organize, compile, and print demographic data on all IEP forms
 - Obtain state file information for IEP meeting as needed.
7. Maintain accurate rosters.
8. Monitor rosters for upcoming IEP and evaluations.
9. Copy and file reports for state eligibility folders.
10. Maintain adequate supply of forms and protocols for campus. Obtain office supplies as needed.
11. Assist in collecting data for new/transfer students.
12. Serve as liaison between the campus and special education office personnel.
13. Distribute and/or file all IEP forms following meetings on a weekly basis or as directed.
14. Research information from state files.
15. Help schedule and gather information for assessments.
16. Log/respond to incoming telephone calls.
17. Attend evaluation team meetings.
18. Inform the evaluation team of parental concerns.
19. Assist with training for newly hired special education clerks as needed.

SPECIAL EDUCATION CLERK JOB DESCRIPTION CONTINUED

- 20. Implement close of school procedures as directed.
- 21. Travel between assigned campuses in a timely fashion.
- 22. Assist in covering classes for teachers to attend IEP meetings.
- 23. Communicate with Transportation to maintain updated information on each Special Education student.
- 24. Maintain updated professional, district related appointments and schedules on electronic calendar systems. Electronically share the calendar with the Director and/or designees as instructed by the Director of Special Education.
- 25. Attend appropriate training sessions as directed.
- 26. Perform any other duties assigned or approved by the Director of Special Education. Additional duties assigned during the work week will be specified on addendum as needed.

EQUIPMENT USED:

Computer, printer, scanner, copier, fax and calculator

WORKING CONDITIONS:

MENTAL DEMANDS

Reading; ability to communicate effectively (verbal and written); ability to operate computer; Ability to accomplish multiple tasks in a complex environment. Tolerance for noise and frequent interruptions; maintain emotional control under stress.

PHYSICAL DEMANDS

Moderate to heavy lifting; repetitive hand motions; prolonged use of computer; good health and stamina. Assignment to multiple campuses as directed by the Director of Special Education.

ENVIRONMENTAL DEMANDS

Indoor temperature controlled office environment

The above statements are intended to describe the general purpose and responsibilities assigned to the job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by Immediate Supervisor	Date
Reviewed by Personnel Director	Date
Received by Employee	Date

Goose Creek Consolidated Independent School District is an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people, regardless of race, color, religion, gender, age, national origin, veteran status, disability or genetic information. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Original: Employee Personnel File

xc: Immediate Superior
Employee