

TITLE: Special Education Clerk

REPORTS TO: Special Education Director

FAIR LABOR STANDARDS ACT (FLSA): Non-exempt. This position is an hourly position.

QUALIFICATIONS:

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. High School Diploma.
4. Knowledge of computers required.
5. Able to meet Monroe District Standards of Competent Performance.
6. Must be proficient in English both oral and written.
7. Have a background in special education.
8. Such alternatives to the above qualifications as the Board find appropriate and acceptable.

JOB GOAL: The Clerk is under the general supervision of the Special Education Director and performs a variety of responsibilities in the area of Special Education. The position requires considerable ability to be organized, organize others, communicate effectively and understand Special Education laws, policy and practices.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties:

1. Arranges trainings and in-services in conjunction with the Special Education Director.
2. Oversees in conjunction with the Special Education Director and Business Manager grant monies.
3. In conjunction with the District Office Staff files with the District and/or State all required special education reports.
4. Oversees the input of all Special Education data.
5. Attends all special education meetings as required by the Superintendent.
6. Serves as Point of Contact with the ESD for Special Education.
7. In conjunction with the Special Education Director and Building Principals sees that there is a District Representative at all IEP meetings.

8. Makes sure that all student data is derived, used and retained in keeping with District, State and Federal regulations.

III. Timeliness

The Clerk demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Returns requests for information by the date and time specified.
2. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
3. Arrives on time and works scheduled hours.
4. Notifies the Special Education Director and building principal in the event of illness.
5. Promptly informs the Special Education Director of problems that need attention.

Physical Qualifications: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment: Wage and benefits are as outlined and agreed to with the Monroe School District #1J Board of Directors.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated annually.

Reviewed by: _____

Date: _____