

Job Title:	SPECIAL EDUCATION TESTING/RECORDS CLERK	Reports to:	Director of Special Education
FLSA status:	Non- Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Assists the administration in the routine and repetitive clerical tasks performed according to specific instructions or procedures		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for gathering all documents prior to testing including all AzM2, Terra Nova, Azella, PHLOTE form, hearing, vision
- Ensures testing for vision and hearing are done prior to testing (review of data meeting).
- Notifies parents of failures in vision and hearing screenings and arranges for either retest or referral for further testing.
- Notifies evaluators of signed consent, monitors 60 day timeline, and schedules eligibility meeting. (Psychologists, speech therapists, OT, PT and preschool evaluation team(s))
- Keeps a data base to document evaluation time line for state reporting.
- Handles all requests for records for incoming and outgoing students from other schools as well as outside agencies who are determining if the student is eligible for department of economic security benefits.
- Mails information to all new sped student parents on the sped process and the developmental history packets and make sure they are received by sped office prior to testing
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Skills to operate standard office equipment including use of basic computer applications use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations.
- Must have courteous customer service skills with all stakeholders, and good work attitude with a positive and pleasant disposition.
- Due to the confidential nature of this unit, the employee must maintain strict confidentiality of information

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- College degree preferred, HS Diploma mandatory

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. The employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.