

**TITLE****Clerk - SPED Census and Records and  
Easy IEP Administrator****QUALIFICATIONS**

1. Not less than a high school diploma or general equivalency diploma;
2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed;
3. Knowledge of Microsoft Office, applicable computer software and office machines as needed; and
4. Meets health and physical requirements.

**JOB GOALS**

To prepare, transcribe, systemize, and preserve written communications and census records to such an extent that special education services are provided to qualifying students as effectively as possible; and  
To monitor Easy IEP Data

**ESSENTIAL FUNCTIONS**

1. Compose or transcribe correspondence, bulletins, and memorandums from rough drafts;
2. Prepare communications using various types of office equipment;
3. Use appropriate software to maintain student census information through Easy IEP;
4. Maintain the required student records;
5. Request Special Education records for students transferring into the school system;
6. Receive and route incoming calls;
7. Greet and direct visitors;
8. Work with State and Federal Compliance issues for the instructional staff – send compliance reminders to staff members, when needed;
9. Schedule meetings, set appointments, and maintain calendars;
10. Coordinate psychological records for evaluations;
11. Coordinate the special education census (uploaded from the school sites) with the system-wide attendance information.
12. Monitor closely the 20-day ADM reports in Easy IEP, EIS, and INOW; work through all discrepancies;
13. Purge census records and student records as directed - scan old records;
14. Generate and submit the required state and federal reports through EasyIEP;
15. Document 'Isolation and Restraint' data;
16. Monitor ECO Data;
17. Order needed instructional supplies (including portfolio binders) as needed; and
18. Perform other duties as deemed necessary by the Special Education Supervisor.

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling

2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Good interpersonal skills.
6. Ability to handle conflict appropriately.
7. Ability to use time wisely.
8. Proficient in written and verbal communication.
9. Proficient in typing and proofreading skills.
10. Good organizational skills.
11. Respect for confidentiality of information.
12. Enthusiasm.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Numerical*: Ability to perform arithmetic operations quickly and accurately.
4. *Form Perception*: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. *Motor Coordination*: Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
6. *Manual Dexterity*: Ability to move hands easily and manipulate small objects with the fingers.
7. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

8. *Data Perception*: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

## **WORK CONDITIONS**

Employment contract of 260 days; expected to work eight hours a day.

Normal working environment.

May not always have privacy or a quiet place to work.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.