

Job Title:	SPECIAL EDUCATION FILE CLERK	Reports to:	Director of Special Education
FLSA status:	Non- Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Performs a variety of clerical duties involving typing, filing and maintaining records or reports in support of the special education department		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Develops and maintains special education student files including gathering of all necessary documentation.
- Monitors compliance of incoming files, and mails completed documents.
- Checks incoming files for additional testing requests works with the testing/scheduling clerk to ensure the 60 day timeline followed.
- Checks incoming files to be sure providers have completed all parts of the IEP and/or MET after each meeting.
- Informs special education director of problem files and providers who are not completing files in a timely manner.
- Performs filing duties and manages the file room.
- 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 telephone manners, the ability to communicate effectively with school personnel, parents, and students, good work attitude with a positive and pleasant disposition.
- Must be a self-starter, and have the ability to problem solved.
- Must be well organized and able to maintain focus in a hectic environment

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- HS diploma or equivalent required

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.