

Job Title: CLERK, SERS/SEMS
Reports to: Director of Special Education
Dept./School: Special Education Office
Wage/Hour Status: Non-exempt
Date Revised: 2014-2015

Primary Purpose

Under direction and supervision of the Director of Special Education perform clerical duties related to Special Education Resource System (SERS) and the Special Education Management System (SEMS)

QUALIFICATIONS

Education

High school diploma or GED

Special Knowledge/Skills

Proficient typing/word processing (minimum of 35 WPM) and file maintenance
Ability to use personal computer and software to develop spreadsheets and databases
Knowledge in inventory and clerical/filing skills

Experience

Previous experience working in routine clerical/filing tasks

MAJOR RESPONSIBILITIES AND DUTIES

1. Review current catalogs and periodicals to determine what materials to purchase as directed.
2. Prepare purchase orders.
3. Coordinate instruction materials/equipment for Special Education personnel.
4. Maintain fixed asset report for the Special Education Office.
5. Check in and disburse all ordered Special Education materials and equipment.
6. Maintain a catalog file on material/equipment for Special Education.
7. Assist with special education student records.
8. Assist with department participation in staff development activities.
9. Assist with secretarial duties when needed.
10. Assist in accessing student records when requested.
11. Assist in maintaining files for all special education students enrolled in the district.
12. Assist in maintaining log of requests for records, retrieving documents, copying, and mailing records including the assisting of assessment staff with faxing and copying documents as needed.
13. Schedule Face-To-Face meetings for all three year old students transferring from the ECI program to the district Special Education Program for the Director of Special Education.
14. Assist with the purging of special education student records as scheduled.
15. Assist with providing support to district/campus administrators and parents by documenting daily schedules of all educational diagnosticians.

- 16. Coordinate with the special education transportation trip coordinator on the transportation of special education students. Maintain required documentation for all special education students under the direction of the Director of Special Education.
- 17. Assist in the promotion of positive community relations through effective use of email and phone communications with parents, teachers, administrators and other district personnel.

Other

- 18. Perform other duties as assigned by supervisor to include cross training as necessary.
- 19. Maintain confidentiality of information at all times.

Supervisory Responsibilities

None.

EQUIPMENT USED

Personal computer or online computer terminal, printer, typewriter, fax machine, calculator, copier, and other office equipment.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Frequent walking, standing, stooping, bending, and reaching as well as, lifting and moving of moderate to heavy objects. Repetitive hand motions; prolonged use of computer. Work with frequent interruptions, maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____