

TITLE: SPECIAL EDUCATION CLERK II

JOB GOAL: To provide specialized and complex clerical support for the Special Education Department so that the operation of that unit is able to operate in an efficient, effective, and professional manner.

QUALIFICATIONS

Knowledge of

1. Correct English usage, spelling, grammar, punctuation, and math.
2. Applicable state laws, district policies, procedures, and other regulations governing the program or area of assigned responsibilities.
3. Advanced applications software, hardware specifications, and training requirements related to data processing and communication.
4. Office methods and procedures.
5. Proper telephone techniques and etiquette.
6. State laws and district policies, rules and regulations pertaining to assigned area of responsibility.
7. Safety rules and regulations for this position.

Ability to

1. Communicate effectively in both oral and written forms.
2. Compile and maintain accurate and complete records and reports.
3. Establish and maintain effective work relationships with those contacted in the performance of required duties.
4. Handle all matters in a tactful, courteous, and confidential manner.
5. Independently make reports and keep detailed records.
6. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
7. Operates and troubleshoots a variety of office equipment.
8. Perform a variety of responsible clerical work of more than average difficulty, involving use of independent judgment and requiring accuracy and speed.
9. Perform mathematical calculations.
10. Read and understand a variety of technical policies and manuals.
11. Receive and give information over the telephone or in person in a courteous manner.
12. Type accurately at a rate of forty-five (45) words per minute.
13. Understand and carry out oral and written instructions.
14. Understand, interpret, and explain a variety of policies, laws, rules, and regulations to others.
15. Work efficiently with frequent interruptions.
16. Work and maintain high standards of workmanship without continuous supervision.

Training and Experience

1. A work history demonstrating dependability and good attendance.
2. Equivalent to the completion of the twelfth (12th) grade, including courses in bookkeeping or accounting and modern office practices.
3. Three (3) years of increasingly responsible clerical experience including successful use of computer or any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

1. Some positions in this class may require individuals who can read, write, and/or speak a second language.

REPORTS TO: Executive Director of Special Education or designee

ESSENTIAL FUNCTIONS

1. Attends and participates in trainings and meetings.
2. Checks, verifies, sorts, tabulates, and files a variety of data and information according to predetermined classifications; maintaining alphabetical, numerical, index, and cross-referencing files.
3. Communicates effectively in both oral and written forms.
4. Compiles and posts data and information.
5. Contacts staff and parents regarding Special Education procedural matters, information, and events.
6. Maintains and processes information related to assigned operational records.
7. Maintains assigned confidential records.
8. Modifies and/or develops forms, reports, or requisitions.
9. Participates in the revising, development, review and implementation of special education policy and procedures.
10. Performs a variety of moderate to difficult clerical work.
11. Prepares and compiles various special education records and reports.
12. Processes records and/or paperwork in support of assigned office functions.
13. Remains up-to-date on changing procedures and technology related to special education student records and data.
14. Copies materials and prepare masters using copy machine or other media as assigned.
15. Searches records and files to prepare reports and summaries.
16. Types memos, correspondence, and other materials from oral directions, rough draft copy or notes.
17. Maintains and prepares records and reports related to special education payroll for division employees including time sheets, personnel transactions, attendance reports, etc., and sends to payroll in a timely manner.
18. Assists with ordering supplies for the Special Education department.
19. Maintains and supports department calendar and facility usage.
20. Maintains confidential files and appointment schedule for the Special Education Senior Program Specialists.
21. Initiates and maintains ongoing reimbursements.
22. Serves as resource regarding special education student information.
23. Performs other related duties as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment, machines, and technologies.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.

PHYSICAL ABILITIES (continued)

8. Able to lift or carry up to ten (10) pounds up to four (4) hours per day, and thirty (30) pounds up to one (1) hour per day.
9. Able to push and pull objects weighing up to forty (40) pounds up to two (2) hours per day.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation; shoulder abduction and adduction; elbow flexion and extension; shoulder extension and flexion; back lateral flexion; hip flexion and extension; knee flexion.
11. Able to operate office machines and equipment in a safe and effective manner.
12. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit employee

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Director of Special Education or his/her designee will give the evaluation.

Approved by: Board of Education
Revised: May 10, 2018

Date: March 9, 2006

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TOBACCO-FREE, DRUG-FREE WORKPLACE and
AN EQUAL OPPORTUNITY EMPLOYER**