

TITLE: SPECIAL EDUCATION CLERK III

JOB GOAL: To provide specialized and complex support for the Special Education Department and Human Resources Division so that the operation of that unit is able to operate in an efficient, effective, responsible 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.
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. Contribute and work as a flexible team member without direct supervision.
3. In alignment with district policy, analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
4. Compile and maintain accurate and complete records and reports.
5. Establish and maintain effective work relationships with those contacted in the performance of required duties.
6. Handle all matters in a tactful, courteous, and confidential manner.
7. Independently make reports and keep detailed records.
8. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
9. Operates a variety of office equipment.
10. Perform a variety of specialized tasks, involving use of independent judgment, logic, data analysis requiring accuracy and speed.
11. Perform mathematical calculations and accounting functions.
12. Read and understand technical language, policies and manuals.
13. Receive and give information over the telephone, via email or in person in a courteous manner.
14. Type accurately at a rate of 60 words per minute.
15. Understand and carry out oral and written instructions.
16. Understand, interpret, and explain a variety of policies, laws, rules, and regulations to others.
17. Work efficiently with frequent interruptions.
18. Work and maintain high standards of workmanship without continuous supervision.

Training and Experience:

1. A work history demonstrating dependability and good attendance.

Training and Experience: (continued)

2. Equivalent to the completion of the twelfth (12th) grade, including courses in bookkeeping or accounting and modern office practices.
3. Has knowledge of office applications, databases and spreadsheet software.
4. Three (3) years of increasingly responsible special education technical experience including successful use of databases, information systems 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: Autism Coordinator, or Designee

ESSENTIAL FUNCTIONS

1. Track special education staffing, employee training and placement as it relates to necessary student services.
2. Organize and communicate daily special education staffing coverage at the school sites to ensure student support is sufficiently maintained.
3. Organize, track and communicate staffing changes to Human Resources and Business services on a routine basis.
4. Functionally serves the needs of Special Education, Human Resources and Business Services to ensure special education staffing and fiscal solvency.
5. Monitors the absence reporting system for the special education department employees, checking the system for accuracy, inputting departmental absences as required, signing substitute time sheets, and inputting budget information.
6. Compiles reports, handbooks, and special projects from a variety of sources.
7. 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.
8. Checks, verifies, sorts, tabulates, and files a variety of data and information according to predetermined classifications; maintaining alphabetical, numerical, index, and cross-referencing files.
9. Compiles, runs, posts, and analyzes data and reports for appropriate record keeping and planning.
10. Contacts teachers/parents by telephone or in writing regarding Special Education procedural matters.
11. Communicates with supervisors routinely.
12. Maintains and processes information related to assigned operational records.
13. Maintains assigned confidential records.
14. Modifies and/or develops forms, reports, or requisitions.
15. Participates in the revising, development, review and implementation of special education policy and procedures.
16. Performs a variety of complex clerical functions.
17. Prepares and compiles various special education records and reports.
18. Processes records and/or paperwork in support of assigned office functions.
19. Attends meetings and remains up-to-date on changing procedures and technology related to special education, staffing and student records.
20. Prepares materials and prepare masters as assigned.

ESSENTIAL FUNCTIONS (continued)

- 21. Searches records and files to prepare reports and summaries.
- 22. Types memos, correspondence, and other materials from oral directions, rough draft copy or notes.
- 23. Communicates effectively in both oral and written forms.
- 24. 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 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 kneel or squat for extended periods of time.
- 8. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
- 9. 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..
- 10. Able to push and pull objects weighing up to forty (40) pounds up to two (2) hours per day.
- 11. 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.
- 12. Able to operate office machines and equipment in a safe and effective manner.
- 13. 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 Autism Coordinator or designee will give the evaluation.

Approved by: Board of Education

Date: February 15, 2017

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE and
AN EQUAL OPPORTUNITY EMPLOYER**