

**Enterprise Elementary School District  
Job Description**

Job Title: Special Services Clerk II (Classified Position)  
Department: Special Education  
Reports To: Director of Instruction  
Range: D  
Prepared By: Administrative Assistant – Human Resources  
Prepared Date: June 2, 1999 – Revised 05/12/05  
Approved By: Board of Trustees  
Approved Date: October 5, 2005

**SUMMARY** - Under the direct supervision of the Director of Instruction or designee, assists and works closely with the special services staff, including speech pathologists and psychologists; performs clerical responsibilities, maintains student records, referrals, and reports. Handles routine telephone calls and takes messages for the Special Education Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** - include the following. Other duties may be assigned.

- Provide clerical support and assist district office administrator responsible for special services;
- Responsible for mailing out student records for students enrolled in Special Education, entering data in computer; assembles and maintains confidential files for Special Education students;
- Updates computerized Special Education database;
- Maintains a supply of special education forms for all schools;
- Prepares State and County reports and surveys regarding Special Education;
- Compiles research reports relating to Special Education;
- Writes non-public school master and individual contracts, tracks attendance and billing for accuracy;
- Prepares NPS PI, PII and annual reports.
- Arranges for transportation of Special Education students;
- Other duties in Instructional Services as assigned.

**QUALIFICATIONS** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** - High school diploma or general education degree (GED); clerical experience involving public contact; knowledge of computer skills.

**LANGUAGE SKILLS** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of school district. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the special services staff in the specific duties as outlined above.

**MATHEMATICAL SKILLS** - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY** - Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** - First Aid/CPR Certificates must be acquired during the employee's probationary period.

**OTHER SKILLS AND ABILITIES** - High level of computer skills and knowledge/ experience in a wide variety of applications. Typing 45 W.P.M. Net; Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

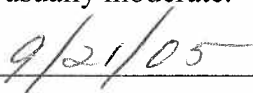
**PHYSICAL DEMANDS** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance, and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 occasionally exposed to moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

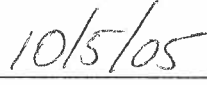
  
CSE A President

  
Date

  
Director of Business Services

  
Date

  
Board Approval (Clerk)

  
Date