

CLERK II - SPECIAL EDUCATION

DEFINITION

Under general supervision of site administrator, perform a wide variety of moderately difficult office clerical functions according to prescribed procedures or specific instructions within broadly defined policies and procedures as related to special education; and to do related work as required.

EXAMPLES OF DUTIES

Perform a wide variety of clerical work in support of school special education programs. Functions assigned may include but are not limited to the following: create/produce reports/lists; upload and affirm IEPs, reports, and various documents; Utilize SEIS to complete forms (i.e., meeting notice, excusal, release of information; maintenance and copying student records; maintain monthly caseload reports; coordinate, maintain, and monitor special education meeting and assessment calendars; schedule meetings, coordinate calendars of IEP teams to include community partners, arrange interpreters, manage meeting invitations, room, and Zoom logistics; call parents regarding meeting scheduling and mail IEP documents and letters; track IEP paperwork received including consent and Medi-Cal consent; maintain supplies and protocols; duplicate, assemble and collate materials; sort and deliver mail; answer telephones and meet students, staff and parents, and provide routine information; apply school district procedures and policies; maintain and post data to student databases; receive, screen and record transcript information; enter service delivery, LEA/MAA billing information; input transportation requests; coordinate special education file transfers including transition of special education files to receiving school sites and requesting records from previous districts; Work closely with office staff on procedures for newly enrolled students with IEPs; and other duties as assigned.

QUALIFICATIONS

Knowledge of

Correct English, grammar, spelling and punctuation; office methods, procedures and practices; and computer operations/word processing, spreadsheet.

Ability to

Perform a variety of different clerical tasks; establish and maintain cooperative working relationships; apply judgment, discretion and initiative; understand and carry out oral and written directions; keep records and files; read and write at a level appropriate to the duties of the position; make arithmetical computations; learn office automation applications and skills, including computer operation/word processing and type at a net corrected speed of 45 words per minute; and possess a District-approved First Aid certificate.

Experience

One year of general office clerical work which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work-related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: December 12, 2022

Revised: June 15, 2023