



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Clerk II (Early Childhood)**

Position Type: Classified	Department: Student Support Services
Salary Schedule: Classified	Reports to: Supervisor (Early Childhood)
Salary Range: 17	
Term of Employment: 9.5 months	Date: June 29, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists in maintaining special education student confidential documentation files/records as required by district policy and state rules and regulations. Assists in the smooth operating functions of the Early Childhood Supervisor's office.

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.

ESSENTIAL FUNCTIONS:

- Inputs and retrieves data from computer, as needed; i.e., number of students at each site, level of support service; maintains all Early Childhood Department staff lists, assignments, and FTE.
- Organizes, schedules, copies, files, creates spreadsheets and enters into IEP-PRO all information regarding screenings, DDD transitions, kindergarten transitions, and other meetings as warranted.
- Regularly consults and communicates with Early Childhood Supervisor and staff.
- Notifies Early Childhood Supervisor and staff members of deficiencies and re-evaluation dates.
- Types psychoeducational evaluations for approved Early Childhood staff, as needed.
- Maintains database for monthly service logs, completes of DSC paperwork, and notifies supervisor of non-compliance.
- Prepares requisitions for DSC Grant application and accompanying requisitions and documentation; tracks monies spent; amends DSC Grant, when needed.
- Prepares requisitions for conferences and material throughout the year.

- Assists in recruitment and hiring of Early Childhood staff by routinely checking WinOcular; notifies Psychologist Coordinator; contacts applicants and schedules interviews; completes reference checks and sends appropriate paperwork to the Human Resources Department.
- Provides orientation of new hires throughout school year including DSC, IEP-PRO instruction and schedules trainings.
- Processes all requests for special education student documentation received by the district.
- Answers all requests for information and records received from district personnel.
- Assists in testing and evaluation activities.
- Provides teacher, principal, and supervisor pertinent information regarding students' interest, behavior, ability, and academic progress.
- Acts as contact to District for all repairs/services/ordering equipment and supplies.
- Maintains a working knowledge of current instructional software.
- Maintains inventory for testing materials.
- Participates in and schedules inservice training programs and psychologist meetings including preparing agendas, certificates, handouts, meeting rooms, and taking notes, as needed.
- Maintains a high level of ethical behavior and confidentiality.
- Assists in modifying student loads to meet the individual needs of Early Childhood staff by gathering data.
- Assists Early Childhood Supervisor with organization of evaluation files and responds to emails.
- Assists Early Childhood assessment teams.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.

- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related technology experience and/or training.
- Equivalent combination of education and experience.
- Knowledge of SAIS, IEP-PRO, WinOcular, and Powerschools required.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.