



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Clerk II (Motor Therapy)**

Position Type: Classified	Department: Student Support Services
Salary Schedule: Classified	Reports to: Coordinator (Motor Therapy)
Salary Range: Range 17	
Term of Employment: 9 months	Date: June 8, 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 Motor Coordinator'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, including number of students at each site and level of support service.
- Maintains required documents in student working files.
- Knowledge of SAIS, IEP PRO, WinOcular and Powerschools required.
- Monitors the 60 day timeline requirement for evaluation and reevaluations and notify the coordinator and staff members of deficiencies.
- Assists in testing and evaluation activities of the Coordinator including typing reports.
- Assists the Motor Therapy Coordinator in modifying assignments to meet the individual needs of the Motor Therapists
- Assists Motor Therapy Coordinator with contacting contract agency for contract therapist staffing.
- Maintains database as well as completion of DSC paperwork and notify Coordinator of noncompliance.
- Assists staff with the completion of DSC paperwork, submits DSC paperwork to District Office and notify Coordinator of noncompliance.
- Assists therapists with district travel arrangements
- Contacts ADE Loan Library for Assistive Technology equipment

- Maintains Assistive Technology Referral database
- Maintains and coordinates Augmentative Communication/Assistive Technology Evaluation packets and database
- Contacts vendors for trial of equipment/software
- Assists in scheduling interviews and obtaining reference checks as needed
- Opens and distributes mail as needed
- Performs orientation of new staff in general department procedures and general district information
- Answers all requests for information and records received from district personnel.
- Assists in submission of grant applications and accompanying requisitions and documentation, tracks monies spent and amends grant as needed.
- Acts as a contact person for all District repairs/services/ordering of equipment and supplies as well as completion of requisitions.
- Monitors and tracks orders placed and received.
- Maintains a current knowledge of instructional software.
- Maintains inventory of adaptive and assistive equipment, library of books and testing materials.
- Participates in and schedules in-service training program and maintains all conference materials including preparing agenda, certificates, handouts and attendance records.
- Maintains a high level of ethical behavior and confidentiality.
- Regularly consults and confers with Motor Therapy Coordinator and Assistive Technology Team.
- Provides clerical support for Assistive Technology.
- Maintains the traveling schedule and insures the mileage forms are sent to SES for budgetary purposes.
- Answers all incoming phone calls for the Motor Therapists and makes sure appropriate staff is communicated with.

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.
- Ability to operate specific equipment or tools.

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 experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or 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.