



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: Clerk II Speech

Position Type: Classified	Department: Student Support Services
Salary Schedule: Classified	Reports to: Coordinator (Speech/ Language)
Salary Range: Range 17	
Term of Employment: 10 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 speech/language 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.
- Knowledge of SAIS, IEP PRO, WinOcular, and Powerschools required.
- Notifies speech language coordinator and staff members of deficiencies and re-evaluation dates.
- Assists in testing and evaluation activities, including typing reports, as needed
- Acts as contact to district for all repairs/services/ordering equipment and supplies.
- Maintains a working knowledge of current instructional software, submits and tracks approval requests for software with IS&T.
- Participates in and schedules inservices and training programs, including preparing agendas, certificates, handouts, meeting rooms, attendance and taking notes, as needed.
- Regularly consults and conferences with speech/language coordinator.
- Maintains a high level of ethical behavior and confidentiality.
- Assists in modifying student loads to meet the individual needs of SLP.

- Prepares requisitions, monitors and tracks orders placed and received. Distributes materials.
- Inputs, maintains, and tracks all department reports; i.e., staffing lists, assignment reports, FTE reports, workload forms and summary.
- Updates and maintains speech handbook.
- Provides orientation of new hires throughout the school year, reviews handbook, DSC, workload forms, E-IEP PRO instructions, GroupWise, etc.
- Assists in recruitment and hiring SLP's and SLT's by routinely checking WinOcular; notifying speech/language coordinator; contacting applicants; scheduling interviews; completing reference checks and sending appropriate paperwork to human resources.
- Maintains Speech Library; orders materials; processes items for circulation; updates lists; circulates materials.
- Maintains and tracks private/home schooled students receiving speech services by maintaining/update reports, contacting parents and determining next level of contact.
- Assists in submission of DSC Grant application and accompanying requisitions and documentation, tracks monies spent, and amends grant, as needed.
- Assists with preschool transition process, coordinates with preschool team the assignment of SLP's to evaluations of preschoolers transitioning to kindergarten, communicates assignments and schedules of meetings, assists in resolving questions and problems.
- After district approval for bilingual assessment, coordinates the assignment of bilingual evaluations with bilingual speech therapists.
- Maintains workload reporting system by receiving updated quarterly reports, workload summary, monitors weighted rating scales to adjust FTE, as needed.
- Attends training that provides knowledge to assist in the performance of his/her duties.
- Assists and provides clerical support to the Autism Coordinator.

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 REGISTRATIONS 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.

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.