



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **SSS Clerk III (SES Campus Clerk)**

Position Type: Classified	Department: Student Support Services
Salary Schedule: Classified	Reports to: Student Support Services
Salary Range: 21	
Term of Employment: 9 months	Date: June 14, 2022
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Maintains SSS data on identified school sites by performing the following duties.

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:

- Schedules IEP and Evaluation meetings with campus SSS personnel.
- Managing calendar systems, Google drives, Excel, and performing functions in educational technology.
- Networks with school psychologist and SSS team members on school site through attendance at monthly SSS campus meetings.
- Uploads special education files to IEPPRO.
- Attends IEPPRO training facilitated by Student Support Services.
- Contacts parents/guardians to obtain pertinent information as assigned by school psychologist and/or SSS team members.
- Supports quarterly progress notes through communication with SSS staff. Prints out quarterly progress reports and sends to families/guardians.
- Organizes a communication system with the campus to ensure that all team members are involved.
- Mails or emails meeting notices, procedural safeguards, IEP/evaluation documentation to parents/guardians.
- Attends SES meetings on a monthly basis.
- Creates, maintains and facilitates a data system for tracking important timelines for SSS.
- Along with site administration, facilitates the communication of paraprofessional schedule.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist 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.
- Knowledge of the principles and practices of service contract administration, purchasing methods and procedures; accounting principles and practices and cost analysis.
- Must maintain confidentiality in regards to ADA, FERPA and Section 504.

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

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.