



JOB DESCRIPTION

JOB TITLE: **Clerk III (Student Support Services)**

Position Type: Classified	Department: Student Support Services
Salary Schedule: Classified	Reports to: Secretary V (Student Support Services)
Salary Range: Range 20	
Term of Employment: 12 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

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:

- Prepares employment by checking references, tracking available teachers, and tracking paraprofessionals.
- Inputs and retrieves data from computer as needed.
- Prepares data for input into the system for SAIS compliancy.
- Reviews and corrects if needed SAIS information provided by schools, to ensure accurate funding.
- Computes and records charges on vouchers for private placement, invoices for private placement and other reports and records to be in compliancy and to ensure accuracy in billing.
- Accurately files appropriate documents in alphabetical or numerical system to ensure compliancy.
- Informs supervisor of routine problems affecting operation.
- Assists in training new and ongoing MAC staff.
- Creates and maintains spreadsheet or database records for accurate student placement in appropriate classrooms to maintain class sizes.
- Communicates with the Arizona Department of Education regarding problems, solutions, laws governing SPED and helping to resolve issues.
- Maintains an accurate list of all special education programs by school.
- Is proficient with Excel and Word software programs.
- Is proficient and professional in all communications with staff, administration, and parents.

- Is organized and proficient in creating and maintaining both written and computerized files for compliancy with state and federal guidelines.
- Maintains files for audit worthiness for compliancy with state and federal guidelines to ensure proper funding.
- Communicates with outside agencies for placement, invoicing, payments, and problems.
- Communicates and works with parents and staff in all areas and provide general information and customary courtesy.
- Types information into data processor to maintain and preserve files for compliancy with State and Federal guidelines.
- Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact.
- Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions.
- Attends staff meetings of work unit; gives and receives information helpful in work unit operation.
- Assists with paperwork coming in and being sure it is given to correct person.
- Coordinates scheduling of IEP meetings and setting up meetings and meeting places.
- Directs callers and parents to appropriate staff and provides information
- Works with transportation for scheduling
- Assists campus administrators and staff with a multitude of questions relating to laws
- Relates district policy, procedures and department guidelines with parents, staff, and schools.
- Makes emergency decisions in the best interests of the student following District policy, procedures and department guidelines.
- Compiles and prepares various forms, files, reports and records from a variety of reference sources.
- Researches problems regarding IEP, IDEA, and laws regarding these.
- Works directly with other departments to expedite changes.
- Answers questions: Parents, schools, teachers.
- Processes mail and distributes to appropriate people.
- Develops and maintains appropriate files and records for preschool, private placement and homebound/home instruction services.
- Communicates with parents, schools, outside placement, students, and staff members.
- Assists other staff members from other departments as directed.
- Monitors/maintains mandated compliance documentation for all special education student documentation received by the District.
- Notifies staff members of deficiencies and re-evaluation dates.
- Processes all requests for special education student documentation received by the District.
- Answers all requests for information and records received from district personnel.
- Requests transportation scheduling and notifies parents of arrangements prior to the students' first day of attendance.

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.
- Records management experience preferred.

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 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.