

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Records Assistant - Special Education
Pay Table: Support
Pay Grade: 4
FLSA Status: Non-Exempt
Job Code: 889
Reports to: Special Education Teacher

JOB SUMMARY

Under the general supervision of the Special Education Teacher and/or the Special Education Department, the Special Education Records Assistant supports the state and federal compliance of student IEP's (Individualized Education Programs) in multiple school locations by assisting school Special Education staff, including assigned teachers and related servers. Areas of assistance include calendaring and scheduling meetings, filing and organizing documents in special education files, creating reports, and verifying student caseloads/counts.

ESSENTIAL JOB FUNCTIONS

- Schedules and calendars meetings regarding and pertaining to student IEP's (Individual Education Program), coordinating with parents, Special Education staff, LEA's, Related Servers and any outside agencies that may be part of the IEP team.
- Maintains student Special Education files, creating, copying and filing reports and documents; maintains consent forms, authorizations and requests for records; prepares files for transfer to other locations, creating and maintaining documentation of transfer.
- Verifies caseload listings; assists with Special Education counts; reviews and communicates with staff regarding pending reports, IEP timelines, archiving, etc.
- Prepares and sends reports and other documents to parents, school and district staff, and other authorized recipients.
- Assists district Technical Compliance Managers in gathering and disseminating information.
- Maintains and provides information from outside agencies that may be of benefit to students/parents/staff.
- Performs other duties as assigned at the discretion of the Special Education Department.

MINIMUM REQUIREMENTS

- High school diploma or equivalent education and/or experience.
- District inservice training (required after hiring).
- Proficient computer skills (including Microsoft Office 365 suite of applications, web applications, etc.)

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent verbal and written communication skills.
- Ability to perform administrative functions such as organizing and completing paperwork, gathering and tracking data, and reading and understanding technical documents.
- Ability to work independently and as part of a team.
- Strong commitment to customer service.
- Sensitivity and the ability to keep confidentialities.
- Ability to use small office equipment and computers.

PHYSICAL DEMANDS

Mild physical work: Exerting up to 20 pounds of force occasionally to move objects. The work also requires the following physical abilities in order to perform the essential job functions: grasping, handling, lifting, pulling, pushing, reaching, repetitive motion, standing, stooping, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.