

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: High School Special Education Office Aide

QUALIFICATIONS:

1. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School graduation including courses in bookkeeping, accounting, business English, mathematics
3. Experience in accounting or bookkeeping, or demonstrated competence in tasks assigned.
4. Demonstrated competence in the use of business machines.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Certified Special Education Personnel and Associate High School Principal

JOB GOAL: To assist the high school special education certified team with the organization, scheduling

PERFORMANCE RESPONSIBILITIES:

1. Obtains, gathers, and organizes pertinent data
2. Maintains student records
3. Operates word processors, computers, calculators, copiers and facsimiles
4. Maintains a regular filing system and processes incoming correspondence
5. Under the direction of a certified staff member
 - * Schedules meetings
 - * Prepares agendas
 - * Arranges for teacher coverage in regular education classes
 - * Schedules associates
 - * Assists with tasks associated with the assigned students
6. Other duties as assigned by the principal.

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TERMS OF EMPLOYMENT: Ten month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date: _____

Reviewed and agreed to by _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities).

3/20/03

