OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: SPECIAL EDUCATION CLERICAL AIDE

SALARY LEVEL:	12	DIVISION:	Classified
DEPARTMENT:	District Office	LOCATION:	District Office
REPORTS TO:	Director of Education and Student Services		
APPROVED BY:	Board of Trustees	DATE:	6/16/2010

SUMMARY: Under administrative direction, performs basic clerical duties assisting the classroom teacher and the district office staff with the scheduling of Individualized Education Plans (IEP's), inputting IEP information in the school education information system.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Makes and receives telephone calls.
- Monitors timeline for mandated assessment and Individual Education Plan (IEP) team meetings.
- Schedules IEP meetings incompliance with mandated timelines and notifies all IEP team members of time, date, and location of meetings.
- Assists with correspondence between Coordinator and various agencies.
- Independently prepares replies and follows up on routine correspondence.
- Maintains a calendar of all scheduled IEP's and works closely with Administrative Staff to maintain said calendar.
- Responds to inquiries from teachers, parents, students and other staff regarding items related to IEP's.
- Provides requested information for special education personnel throughout the district.
- Enter IEP information in the School Education Information System (SEIS)
- Operates computers and various software programs, such as, MS Outlook, Word, and Excel.
- Assist special education department with maintaining and organizing files.
- Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS: 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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); one (1) year of related experience and/or training in general office work; or equivalent combination of education and experience. Knowledge and demonstrated competency with computers and Microsoft Office Suite is essential.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents, or employees.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES AND LICENSES:
California Driver's License required
First Aid Certificate preferred

OTHER SKILLS AND ABILITIES: Ability to interact with staff, students, parents, and other in an open, friendly business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to above moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.