



ST. MICHAEL - ALBERTVILLE SCHOOLS

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POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Special Education Due Process Paraprofessional	Department / Building: Special Services/Special Education
Reports To: Building Principal; Special Education Administrator	FLSA Status: Exempt
Grade / Subgrade: K-12	Bargaining / Work Unit: Support Staff/Clerical
Duty Year: 173 days plus 5 additional days Elementary and Middle School, 10 additional days High School; the majority of additional days are prior to start of school year and at the discretion of the district	Position Last Updated: 02-05-2024

SECTION II: JOB SUMMARY

Responsible for general due process record-keeping and clerical tasks in the school special education office. Work is performed under the on-site day-to-day supervision of the building principal with direction and task assignments provided by the director of special services and assistant director of special education.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	Statement of duty/responsibility: Clerical assistance to certified staff - special education due process documentation
Percent of Time	90%	

Tasks involved in fulfilling above duty/responsibility:

- Provides clerical assistance to certified employees related to due process documentation and procedures, including maintenance of accurate records, schedules, and databases.



- Processes incoming and outgoing mail and other correspondence related to due process documentation and procedures.
- Assists certified special education staff with scheduling of meetings and related correspondence.
- Works with the MARSS Reporting Specialist on accurate and timely special education data reporting.
- Maintains accurate databases for Third Party Reimbursement reporting, and assists employees with data entry in SpedForms.
- Assists students, employees, and visitors with inquiries regarding general information pertaining to special education programming, and refers questions to appropriate personnel when necessary.
- Provides accurate data with confidentiality from maintained documents.
- Monitors, organizes, and maintains student special education cumulative records.

Duty/Responsibility #	2	Statement of duty/responsibility: Clerical assistance to certified staff - special education program support
Percent of Time	10%	

Tasks involved in fulfilling above duty/responsibility:

- Assists special education building-level coordinator in preparing for department meetings and child study meetings.
- Assists special education building-level coordinator in preparation of required reports and data collection related to federal and state mandates.
- Attends meetings, workshops, and training sessions as directed by supervisor.
- Performs other related duties as assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to build positive relationships with others.
- Communicate effectively to different stakeholder groups including parents.
- General understanding of special education programming.
- Capacity to work with technology and electronic data management systems.
- Demonstrates the ability to establish work priorities and maintain confidentiality of student data.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Requires a high school diploma or equivalent (GED). Excellent computer, communication, and interpersonal relationship skills necessary. One year of clerical experience preferred.

SECTION VI: EXPERIENCE REQUIREMENTS



- Experience in the area of special education preferred, experience with *SpEdForms* data management system highly preferred.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District’s established Core Values.
- Advancing the District’s mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands				
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical		Lifting/Carrying	Exposure to Environmentals	
Standing	O	Up to 10 pounds	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	O	Up to 25 pounds	Toxic chemicals	N
Sitting	C	Up to 50 pounds	Moving parts	N
Talking in person/on the phone	C	Up to 75 pounds	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	Explosives	N
Hearing	C	More than 100 pounds	Fumes	N
Feeling, grasping, finger dexterity	C	Noise Levels	Extreme cold (non-weather)	N
Climbing, balancing	N	Quiet (i.e. private office)	Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	Varying weather conditions	N
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	Sight	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	Vision for close work/ability to adjust focus	F



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Distinguishing smell	N		Looking at computer monitor	F
Distinguishing temperature	N		Color vision (identify and distinguish colors)	F
Traveling by automobile	O		Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.