



South Lane School District Job Description

Job Title: SPED Clerical Assistant
Assignment: Elementary or Secondary
Reports To: Principal/SPED Teachers
Evaluated By: Building Administrator(s)

JOB SUMMARY

Cuukuu'vgej kpi "uvch"d{ "r gthqto kpi "kpuwvkwpcn'vcumu'y kj "uwf gpv"kp"uo cml'i tqw u"cpf "qpg/qp/qpg" ugwkpi u."tgeqtf "nggr kpi ."cpf "uwr gtxkukp0'

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Hqmjy u"cpf "o ckwkpu'npqy ngf i g"qh'cr r necdng'F kutlev'r qile{ *gu"cpf "r tqegf wtgu0
2. Cuukuu'uwf gpv."kpf kxkf wcm{ "qt "kp"i tqw u."y kj "rguqpu."cuuki po gpv"t'gcf kpi ."o cvj "cpf "y tkkpi " i tqw u+."cpf "dgj cxkqt0
3. Vguu'cpf "gxcnwcvu'uwf gpv)'cdkkskgu"kp"o cvj ."y tkkpi ."cpf "t'gcf kpi "cpf "r tqi tguu'cu'f k'gevgf "d{ vgej gt0
4. Cuukuu'uvch'y kj "tgeqtf "nggr kpi ."eqr { kpi ."hkkpi ."i tcf kpi "cuuki po gpv"cpf "vckpi "cwgpfcpeg0
5. O qpkqtu"cpf "cuukuu'uwf gpv"cu'pggf gf "kp"vj g'ercuutqgo ."cv't'geguu."cv'hwpej ."cpf "dghqtg'chwgt uej qqr0
6. Cuukuu'vj g'vgej gt "kp"fgxgmr kpi "gf wecvkpcn'o cvgtkcu"t'eqr { kpi ."v'r kpi ."wo kpcvki ."gve00
7. Hqmjy u'r tguetkdgf "f ckn{ "uej gf wng"cu'qwnkpgf "d{ "vj g'dwkr kpi "cf o kpkwcvqt0
8. Auukuu'vgej gtu'qt"cf o kpkwcvqtu."y j gp'f k'gevgf ."kp"eqo o wplecvki "y kj "r ctgvpwli wctf kcpu and completing paperwork. Coordinate with SPED teachers and specialists on scheduling all building IEPs. Set up meeting dates in the calendar. Send invites to appropriate staff, parents, advocates, etc. Create draft IEPs and input initial information into forms on line. Copy and or scan reports from specialists for mailing or filing into student file, also completed IEPs, progress reports and meeting notes.
9. Maintains safe environment for students at all times.
10. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
11. Appropriately maintains and secures confidential records and inquiries.
12. Maintain appropriate certifications and training hours as required.
13. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Assists with general office and cleaning duties when necessary.
2. Performs minor first aid in compliance with District policy(ies) and completes required paperwork in a timely fashion.
3. Assists on school field trips.
4. Files documents and records.
5. Attends in-service trainings.
6. Attends staff meetings if required.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

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.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent (72 quarter hours) from a college or technical school, or must be able to pass the district's assessment demonstrating knowledge of, and the ability to assist in reading, writing, and math. Prior successful experience working in a school setting or with children strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Computer Skills:** General knowledge of computer usage and ability to use e-mail and internet. Experience with database software, educational software and online programs, spreadsheets, and word processing software is preferred.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators and parents. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current No Child Left Behind certification requirements. Ability to obtain a valid CPR/First Aid card.

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 talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

Work Environment

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

The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

OTHER

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.</p>

Prepared By: CLASS Committee	Prepared Date: May 5, 2022
Reviewed/Adopted By: District CMC	Review Date: April 19, 2023

I have read and understand this job description.

Signature:

Date:
