Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**SPECIAL EDUCATION CLERK**
Department:	Administrative Office
Reports to:	Director of Special Education

SUMMARY:

Acts as assistant to the Special Education Secretary/Administrative Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs a majority of clerical duties
- Receives, date stamps, and routes mail
- Maintains student special education hardcopy files and records
- Supports the special education secretary in maintaining all user accounts within the district special education information system (e.g. SIRAS) including monitoring and updating case manager and service provider caseloads
- Audit's data entry in the district special education information system (e.g. SIRAS) for paperwork compliance and works with district staff/case managers for appropriate corrections
- Monitors daily, monthly, and quarterly CALPADS reports and makes appropriate changes/corrections to errors made in the district special education information system (e.g. SIRAS); works collaboratively with the district technology department to correct enrollment errors identified in CALPADS
- Attends weekly and/or monthly data meetings held by the SELPA and/or CALPADS to obtain updated data entry information to ensure record compliance
- Completes all intakes for preschool aged students of referrals from the community or partnering agencies (i.e. ALTA)
- Manages all pre-referral paperwork to include registration of all incoming preschool students, IEP documents, and referral intake forms
- Attends weekly Early Child Assessment Team (ECAT) meetings and organizes all referral paperwork and schedules all observations of students, student assessments, and student IEPs
- Operates office equipment, including adding machines, duplicating equipment, as well as typewriters, and word processors/personal computers
- Does a wide variety of work, which involves sharing responsibility for the total office operations as directed by the Special Education Secretary and Director
- Other duties as assigned

QUALIFICATION REQUIREMENTS:

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques. Knowledge of Excel spreadsheets. Ability to follow directions accurately, typing, knowledge of business English, vocabulary, punctuation and grammar, filing methods, office machines including data processing equipment such as computer terminals, printers and word processors, ability to meet the public. Type at a minimum rate of 40 words per minute.

EDUCATION and/or EXPERIENCE:

High School diploma or general education degree (GED) and one to two years of responsible secretarial experience.

OTHER SKILLS and ABILITIES:
Compile and maintain accurate records and files; understand and carry out oral and written directions; establish and maintain cooperative relationships with those contacted in the course of work.

CONFIDENTIAL STATUS:
Cases or confidential district matters are not to be discussed by the clerk under any circumstances outside of the District office. Infringement of the above policy may result in immediate dismissal.

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 people.

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 and to draw and interpret graphs.

REASONING ABILITY:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand and walk. Occasionally the employee will input data for long periods of time. Specific vision abilities required by this job include close vision, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (.A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Revised, Board Approved 02/04/2025