San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Special Education Clerk	**Exemption Status:**	Non-Exempt
Reports to:	Director of Special Programs	**Pay Grade:**	03
Works with:	Students/Staff/Parents	**Days:**	215
Dept./School:	Special Programs	**Date Revised:**	**07/23/2020**

Primary Purpose:

To facilitate the efficient and effective operations of the Special Programs Department and provide clerical assistance to the Director of Special Programs and/or other staff.

Prerequisites:

- High school diploma or GED

Special Knowledge/Skills:

- Proficient skills in typing, word processing, spreadsheets and dictation methods
- Good interpersonal skills
- Good communication skills
- Good telephone skills/etiquette

Major Responsibilities and Duties:

1. Process all transfer, initial and homebound referrals to the appropriate service personnel.

2. Request and send record for transferring students, as requested.

3. Monitor inactive student files.

4. Responsible for active and/or inactive student files of special education students.

5. Keeps a log of basic information on special education student information.

6. Follow confidentiality guidelines.

7. Answer telephone, take messages, and respond to student record questions.

8. Develop and maintain initial folders for special education eligible students.

9. Maintain data logs as requested by the Director of Special Programs.

10. Monitor sign-out card process.

11. Assist in the coordination of in-service arrangements such as scheduling, refreshments, set-ups.

12. Other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____