



Job Title: Clerk V – Special Education

Supervisor: Executive Director of Federal Programs and/or Designee

Terms of Employment: 240 days

Job Summary:

Assist with special projects and special education related tasks within the Office of Federal Programs. This assistance includes, but is not limited to, supporting executive directors, directors, program specialists, coordinators, principals, related services providers, teachers, parents, and other personnel with a variety of special education related activities and tasks.

Essential Duties:

1. Prepare reports, letters and memorandums, as requested.
2. Maintain confidentiality of records in keeping with all local, state and federal regulations governing students with disabilities.
3. Interact with district personnel, agency personnel parents, and other stakeholders both in person; via phone and electronic communications.
4. Assist other office staff in processes including, but not limited to: phone calls, email correspondence; compliance paperwork facilitation; scheduling and other tasks to facilitate appointments or to complete other work within the office.
5. Receives and responds to inquiries from internal and external sources.
6. Data entry/ maintains electronic programs to ensure appropriate compilation of data to support special education service compliance for students with disabilities.
7. Monitors office inventory/supply needs and generates Purchase Orders, as directed by supervisor
8. Creates and maintains Google documents and other electronic files to support special education and related services for students.
9. Type, file, duplicate, organize and upload documents for office staff.
10. Monitors deadlines and communicates with staff to ensure applicable action steps are taken to ensure IDEA compliance.
11. Attends and/or assists with staff development preparations, as assigned.

Other Duties:

Assume other responsibilities as assigned.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the District's policy on Evaluation of Professional Personnel.



Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Associate Degree preferred.
2. Excellent computer skills.
3. Previous clerical experience preferred.
4. Ability to work as part of a team
5. Knowledge of basic clerical principles
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

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. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 50 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

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.

Pay Grade: 106

Please click [here](#) for salary scales.



This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

Revised 11-12-2025