



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Clerical Assistant – Special Education

Exemption Status/Test: Nonexempt

Reports to: Principal/Special Ed Coordinator

Pay Grade/Days: AS02/200 Days

Dept./School: Assigned Campus

Date Revised: April 2025

PRIMARY PURPOSE:

Under moderate supervision provide routine clerical support for the efficient operation of the school special education office and professional staff. Maintain current and accurate confidential student records.

QUALIFICATIONS:

Education/Certification:

High School Diploma or GED

Knowledge/Skills/Abilities:

Knowledge of general office procedures

Proficient keyboarding and file maintenance skills

Ability to use software to develop spreadsheets, databases, student management system, and word processing

Ability to follow verbal and written instructions

Ability to perform a variety of tasks often changing assignment on short notice with some direction

Effective organizational, communication, and interpersonal skills

Experience:

Minimum 2 year clerical experience

MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Provide general clerical support including word processing, data entry, filing, and file maintenance.
2. Compile, maintain, and file all reports, records, and other documents as required.
3. Assist campus with the planning and preparation of special education events.
4. Assist campus administration and special education department with data entry and reports as requested.

Accounting

5. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
6. Assist with the preparation of purchase orders and payment authorizations.
7. Monitor and process personnel time records including leave requests and reports; compile information and submit to the central office.



HIGHLAND PARK ISD

Office of Human Resources

Reception and Phones

8. Receive incoming calls, take reliable messages, and route to appropriate staff.
9. Assist special education staff with scheduling of meetings and appointments.

Other

10. Receive, distribute, and ensure security and confidentiality of records.
11. Maintains confidentiality.
12. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; multi-line phone system

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

Motion: Repetitive hand motions; 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

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____