

**WESTPORT COMMUNITY SCHOOLS
WESTPORT, MASSACHUSETTS**

Job Description

TITLE: Special Education Clerk

QUALIFICATIONS:

1. Bachelor's degree or college course work preferred.
2. Experience working in a school or other office setting doing secretarial, and administrative work.
3. Possess competent skills in keyboarding, computer applications such as Microsoft Word and Microsoft Excel, and data-base management
4. Ability to organize and coordinate work and set priorities to ensure that all timelines, tasks and documents are completed within required timeframes and according to local procedures.
5. Ability to manage interruption of time and tasks and return to complete tasks within mandated timeframes.
6. Ability to set up meetings using multiple staff schedules.
7. Demonstrated ability to work cooperatively with other staff members, students, teachers, parents, administrators, and the general public.

The School Committee reserves the right to waive any of the above in the best interest of the school system.

REPORTS TO: Special Education Director

FAIR LABOR STANDARDS ACT CLASSIFICATION:

Nonexempt

PERFORMANCE RESPONSIBILITIES:

1. Maintains confidentiality in all matters.
2. Follows the special education clerk duties as written in the WCS Special Education Procedure Manual.
3. Places, receives, and routes incoming telephone calls regarding special education issues, meetings and services.
4. Completes tasks in compliance with Special Education regulations and timeframes required for all activities in the IEP process.
5. Uses the special education software program to maintain accurate student information and updated entries of DESE special education codes; create reports and spreadsheets; and to complete and/or assistance in the completion of IEP forms and documents as indicated.
6. Monitors each student's IEP process on a spreadsheet which tracks all IEP activities, deadlines and documentation requirements and informs the Special Education Director prior to falling into non-compliance if it appears that times lines will not be met.
7. Maintains ongoing communication with special education contacts and other school staff to ensure that all relevant persons are informed of IEP activities in accordance with regulations and local procedures.

8. Updates the administrative data sheet and changes in provider information annually before the beginning of the upcoming school year and as needed during the school year.
9. Schedules special education Team meetings for referred and eligible students within appropriate timeframes, making direct contact with parents to promote attendance, and documents efforts to obtain participation.
10. Provides notices and IEP documents to parents and teachers and other Team members in accordance with local procedures.
11. Maintains ongoing communication with special education contacts to ensure the completion of all IEPs and related documentation including progress reports and distributes and files copies in school and central office individual student files according to local procedures.
12. Distributes the completed IEP, placement and related documents to parents, as required by regulation.
13. Monitors parent responses, and follows procedures to document efforts to secure missing signatures and consent to evaluate.
14. Distributes accepted IEPs, amendments and related documents to sped contacts and monitors the distribution by the sped contact to all other relevant staff in accordance to local procedure.
15. Informs the sped contact in writing of rejected or partially rejected IEPs and 'stay-put' services which remain in effect.
16. Maintains and appropriately files individual student IEPs and related documents in the special education central office, ensuring all documents are included, attached to the IEP as required, and presented in order beginning with the current year.
17. Maintains school-based individual confidential record folders as required by regulation for special education students.
18. Coordinates with school-based clerk to obtain information on incoming and transferring out special education students.
19. Ensures accuracy and validation of special education DESE codes in student record management system for school year reporting periods.
20. Participates in scheduled training and other staff development opportunities provided for special education clerks.
21. Regular, reliable attendance.
22. Performs other relevant tasks as related to specific age groups and as assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the major responsibilities of this position. Reasonable accommodations may be made to enable qualified individual with disabilities to perform major functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear; use hands to finger, handle, or operate tools, objects, or controls; reach with hands and arms. The employee is occasionally required to walk, stoop, or kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. The position requires the ability to operate a computer keyboard and standard office equipment at efficient speed.

LANGUAGE SKILLS:

Knowledge of the structure and content of the English language. Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

The position requires an individual to work inside a office setting where noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

As per collective bargaining agreement between the Westport School Committee and AFSCME Council 93, Local 2667.

EVALUATION:

Evaluation will be in accordance with district policy and collective bargaining agreements.

APPROVED BY: Westport School Committee **DATE:** September 25, 2000
REVISED: December 22, 2010
REVISED: February 29, 2016

REVIEWED AND AGREED TO BY: _____ **DATE:** _____