

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

CLERK SPECIALIST, EXCEPTIONAL STUDENT EDUCATION

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years related experience.
- (3) An Associate of Art or Associate of Science degree and one (1) year of related experience may be used in lieu of three (3) years of related experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of Exceptional Student Education programs. Knowledge of business English, spelling, punctuation, and arithmetic. Knowledge and use of TERMS software, office equipment, office practices and procedures. Word processing and overall computer skills. Ability to type 40 correct words per minute, to absorb and apply knowledge of organizational rules, regulations, procedures, functions, and personnel; to compose effective and accurate correspondence and to deal with non-routine matters with a minimum of instruction. Ability to keep records and reference files, to assemble and organize data, and to prepare composite reports from such data. Ability to promote a harmonious atmosphere and smooth flow of business; to maintain confidentiality; and to establish and maintain positive working relationships with others.

REPORTS TO:

Director, Student Services / Exceptional Student Education

JOB GOAL

To assist with the clerical function of the Exceptional Student Education (ESE) office in an effort to promote overall efficiency District-wide.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Establish and keep up-to-date and accurate files on all active and non-active students followed by the ESE office.
- * (2) Assist in monitoring receipt and correctness of, and in obtaining revisions / documentation for, active and non-active ESE student paperwork to be provided by school personnel / ESE professionals.
- * (3) Handle separation and distribution of multi-copy forms, referral packets, and other such paperwork.
- * (4) Ensure that each current / active ESE student has an annual IEP / EP that is complete, correct, and on the TERMS system.
- * (5) Prepare student files and check for compliance with State / federal regulations prior to staffing.

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- * (6) Maintain an accurate file on, and periodically check status of, ESE students enrolled in various programs not on a regular school campus (i.e., Alachua County, Caruth Camp, Hilltop School, Forestry Camp).
- * (7) Copy, file, and distribute ESE reports, records, and paperwork as needed.
- * (8) Coordinate, monitor, and follow-up on all transfer ESE students, all ESE referrals, and all ESE re-evaluations due, ensuring that all required documentation is obtained and / or prepared and distributed to school and parents, ESE office, and professionals as needed.
- * (9) Maintain an accurate master list of all current/active students by school.
- * (10) Keep an accurate re-evaluation list of all current / active ESE students and periodically type, update, and distribute such lists to the professionals involved.
- * (11) Maintain referral and re-evaluation logs, recording all changes in process status.
- * (12) Fill out staffing forms, data entry sheets, and related paperwork.
- (13) Provide support and assistance to school personnel regarding ESE clerical procedures.
- * (14) Answer telephone, take messages, and type reports as necessary
- (15) Act as a liaison between ESE staff and ESE Director / Coordinator of Psychological Services if needed.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (17) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 6
Group 4 of the ESP Salary Schedule
DOE Job Code 61493

Revised Board Approval 04/11/2017