

Hobbs Municipal Schools Job Description

Position: Special Education Records File Clerk

Supervisor: Director of Special Education

General Job Description: To assist administrator and staff with any needs. To maintain student files.

Qualifications:

1. High School Diploma or GED equivalency. Post-secondary studies in bookkeeping, accounting, secretarial and computer technology preferred.
2. Demonstrated secretarial skills.
3. Demonstrated skills with office machines and equipment.
4. Knowledge of and proficiency with computer management.
5. A minimum of two years experience as a bookkeeper/secretary preferred.
6. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project an over-all concern for personal appearance as it relates to job performance.
8. Contribute to the welfare and effectiveness of the Administration Office by adhering to high ethical standards of performance and interpersonal relationships.
9. Maintain individual Special Education student files.
10. File all new IEP's, evaluations and addendums completed by staff.
11. Receive calls from staff requesting record review.
12. Track evaluation plans/re-evaluations.
13. File documents in folders from other agencies.
14. Track records from other districts and distribute to appropriate people and maintain logs
15. Complete state reporting supporting district profile information.
16. Schedule audiology appointments and file reports.
17. Assist staff with student information.
18. Coordinate document shredding.
19. Input data on IEP's and receive all revised IEP documents.
20. Ensure compliance in reporting 40, 80, 120 day special education data.
21. Compile district special education data as needed.
22. Meet deadlines.
23. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.