

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Behavior Clerical Assistant	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Assistant Director/INSPIRE Coordinator	<b>Pay Range:</b>	731
<b>Dept./School:</b>	Special Education INSPIRE/Shiloh	<b>Date Revised:</b>	10/13/2020

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**Primary Purpose:**

Behavioral Clerical Assistant works under the supervision of the Behavioral Instructional Team Lead to assist the team in supporting students with significant learning and behavioral challenges. Major responsibilities include making instructional materials, maintaining database of materials, and supporting team training activities by assisting with logistics/planning, material preparation, documentation of training, and delivery/pick-up of materials for our Elevate, Focus, Achieve, Connect, Rise, and Strive classrooms.

Additionally, the Behavior Clerical Assistant will provide clerical support for the Elementary and Middle School INSPIRE Coordinators. Assistant responsibilities for INSPIRE include purchasing/ordering materials, tracking staff training/time sheets, as well as provide other types of administrative/clerical support to the INSPIRE Coordinators as needed.

**Qualifications:**

**Education/Certification**

High school diploma or equivalent (required)

**Special Knowledge/Skills**

Proficiency with computer and software including word processing, spreadsheets and databases (knowledge of Board Maker/Symbol Sticks, Microsoft Office, Power School, QR codes, and Google Drive applications preferred)

Effective communication, interpersonal, time management, and organizational skills

**Experience**

Two years of clerical experience (in a public education environment, preferred)

Two years working with students with significant educational needs/disabilities (preferred)

**Major Responsibilities and Duties:**

Assist the BIS team in preparing and organizing materials (for example, visuals, social stories, handouts) for students, classrooms, and trainings

Receive, store, inventory, issue, and monitor supplies/equipment

Preparing, submitting, and tracking purchase orders

Assist in entering and monitoring trainings and enrollment using district PDH software and reserving training locations

**Job Title:** Behavior Clerical Assistant

Organizational skills to manage BIS team/INSPIRE materials

Assist INSPIRE Coordinators with annual budget

Participate in staff development training programs, staff meetings, and special events as needed

Provide assistance and support to BIS team and INSPIRE staff

Work with the Special Education Office Manager and the INSPIRE Coordinators to maintain a daily teacher attendance log and records for substitute teachers

Work with the Special Education Office Manager and the INSPIRE Coordinators to maintain and monitor personnel time records to include sick leave, vacation, and special requests

Assist in preparing department reports

Perform other functions that may be assigned by administration and/or supervisor

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

**Equipment Used:**

Uses computer, printer, copier, calculator, laminator, and fax

**Working Conditions:**

**Mental Demands:**

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); ability to operate computer; maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator      **Date:** 10/13/2020

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

**Job Title:** Behavior Clerical Assistant

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_