

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Clerk Special Education	Wage/Hour Status:	Non-Exempt
Reports To:	Exec. Director Special Education Services	Pay Range:	745
Dept./School:	Itinerant Special Education	Date Revised:	8/16/2021

Primary Purpose:

Provide clerical support to Special Education Department and manage department shipping and receiving of equipment and instructional resources. Assist Itinerant Staff and Leadership Team with functional processes, purchase orders, office equipment, file and data storage, and verify professional development attendance.

Qualifications:

Education/Certification:

High school diploma or equivalent

Certifiable by the Texas Education Agency in the area assigned

Special Knowledge/Skills:

Proficient in Microsoft Word, Excel, Google, and Access

Experience:

At least two years of experience working in an office setting with similar responsibilities

Major Responsibilities and Duties:

Assume responsibility for the organization and operation of work within the area of supporting students and staff working with special education students following federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1)

Receive and distribute mail received by Special Education Services department

Communicate effectively with district departments and staff

Maintain department database for tracking all equipment and instructional resources

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

Follow attendance policy as assigned by supervisor

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

Equipment Used:

Computer, printer, copier, fax, laminator and other office equipment as needed

Job Title: Clerk Special Education

Working Conditions:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds.

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:** 8/16/2021

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.

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

Employee Signature: _____ **Date** _____