



Flour Bluff Independent School District Job Description

JOB TITLE: Special Education Receptionist

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 196

REPORTS TO: Director of Special Education

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The role of the Special Education Receptionist is to disseminate notices and folders to teachers and parents and facilitate communication for the Special Education office within the framework of the philosophy and goals established by Board Policy and in accordance with statues, standards of regulatory agencies and administrative guidelines.

QUALIFICATIONS:

- High School Diploma or G.E.D.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Be responsible for compiling and disseminating ARD information to the educational diagnosticians, speech pathologists, parents and related service personnel.
2. Maintain manifestation ARD's, Guidebook dissemination, Case Manager lists for every campus, Master ARD list, and Transfer of Rights database.
3. Send ARD notices to parents. Make daily phone calls to parents concerning ARD's.
4. Access computer for pertinent information needed for scheduling, etc.
5. Answer and direct incoming calls.

6. Assist the secretary with any duties needed.
7. Greet visitors courteously, determine their needs and direct them to proper person.
8. Responsible for notifying the campus, related services staff and teachers of ARD's.
9. Display cooperativeness in working with the special education supportive staff and other school personnel.
10. Demonstrate an awareness of policies and procedures pertaining to the disabled.
11. Mail out information to parents keeping a contact record of everything sent then placing the record in the file.
12. Assisting evaluation staff in scheduling and sending invitations for ARD meetings.
13. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals.

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.

Lifting:

Occasional light lifting and carrying (less than 15 pounds).

Environment:

May work prolonged or irregular hours.

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.