



Flour Bluff Independent School District Job Description

JOB TITLE: Special Education SHARS/Records Clerk

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 196

REPORTS TO: Special Education Director

DATE REVISED: 12/05

PRIMARY PURPOSE:

- The role of the Special Education Clerk is to handle confidential information, assist the department with the management of the schools' records and maintain the Special Education records department. Coordinate the collection, integration, and formatting of all data required for PEIMS for Special Education.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Certification as per TEA rules and regulations

SPECIAL KNOWLEDGE/SKILLS:

- Ability to maintain accurate and auditable records
- Ability to use personal computer and software for word processing and developing spreadsheets and databases.
- Proficient in typing, keyboarding, and file maintenance skills
- Ability to meet established deadlines
- Strong organizational, communication and interpersonal skills

MAJOR RESPONSIBILITIES AND DUTIES:

FOR SPECIAL EDUCATION RECORDS/PEIMS:

1. Maintain and update special education folders and file system.
2. Collect special education information for SHARS
3. Enter all information into the database. Verify accuracy and maintain daily.
4. Act as a facilitator to the SHARS coordinator for campus input of student data for SHARS
5. Become knowledgeable about student accounting software, act as a resource to campus personnel upon request.
6. Disperse SHARS information to Medicaid clerk for processing.
7. Adheres to proper channels when communicating ideas, problems, etc.
8. Maintains a log of incoming and outgoing student records for SHARS
9. Comply with policies established by Federal and State law, State Board of Education rules and local board policy.
10. Compile, maintain, and file all physical and computerized reports, records, and other documents are required.

MISCELLANEOUS DUTIES:

1. Answer and direct incoming calls.
2. Exercises telephone etiquette, answers questions according to policy, takes reliable messages and routes to appropriate staff members.
3. Demonstrates ability to communicate in both oral and written manner.
4. Sends records to requesting parties in a timely manner, according to policy.
5. Maintains confidentiality of student records and information.
6. Distribute, edit and report to appropriate staff for analysis, verification and correction.
7. Displays cooperativeness in working with the special education supportive staff and other school personnel.
8. Participates in staff development and professional growth activities.
9. Presents a positive attitude in all areas of professional responsibilities.
10. Performs additional job-related assignments in a positive and professional manner.
11. Dresses and grooms appropriately.
12. Adhere to the proper channels when communicating ideas, problems, etc.

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.