

**Roswell Independent School District
Job Description**

Job Title: CLERICAL/TRANSITION ASST. TO COORDINATOR AND DIRECTOR OF SPECIAL SERVICES

Reports To: DIRECTOR AND COORDINATOR OF SPECIAL SERVICES

General Job Description:

To assist in functions as the clerk to the Coordinator and Director of Special Services, acts as a receptionist to those coming in contact with Coordinator and Director for Special Services.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors and administrators.
2. Participate in professional development trainings related to this position.
3. Follow District policies and administrative rules and regulations.
4. Perform and accomplish assigned duties.
5. Maintain timely and effective communication with staff.
6. Communicate effectively using multiple means of communication: phone calls, emails, etc..
7. Provide assistance with individualized program materials.
8. Maintain check-out processes of materials and transport materials within the department and to/from school sites.
9. Attend IEP meetings to inform and assist special education staff and families with outside agency linkages (Department of Health and Division of Vocational Rehabilitation).
10. Assist with Post-School Tier I and Tier II Surveys - Indicator 14.
11. Assist with incoming phone call communications within the department.
12. Demonstrate effective clerical skills including organizing and maintaining office files.
13. Demonstrate effective use of technology.
14. Maintain confidentiality with sensitive matters.
15. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
16. Report to work on time and work no less than 7 hours per day.
17. Work independently with very little supervision.
18. May be required to perform other related functions/duties as assigned by your supervisor(s).

Qualifications:

1. High School diploma or GED.
2. A minimum of one year clerical experience.
3. Experience in school environment preferred.
4. Valid Drivers' license and Car Insurance (if traveling from site to site)

SPECIAL EDUCATION CLERICAL/TRANSITION ASST. (CONT'D)

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.