

**Roswell Independent School District
Job Description**

Job Title: SPECIAL EDUCATION RECORDS

Reports To: DIRECTOR OF SPECIAL SERVICES

General Job Description:

Under general supervision, compiles and maintains special education student records.

Essential Duties and Responsibilities:

1. Maintain special education student information such as diagnostic reports, all related service reports, teacher
2. Update files to document actions and to provide information to various agencies including but not limited to health agencies, social security administrators, hospitals, therapists, etc.
3. Examines student files to answer inquires and provides information to authorized persons.
4. Copies and transmits official transcripts.
5. Compiles data and prepares reports.
6. Accept and distribute mail and other correspondence.
7. Knowledge of computer systems, including data bases and word processing programs.
8. Personal and professional task management through the use of technology.
9. Maintain confidentiality with sensitive matters.
10. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
11. Report to work on time and work no less than 7 hours per day.
12. Work independently with very little supervision.
13. May be required to perform other related duties/functions as assigned by your supervisor.

Supervisory Responsibilities:

None

Qualifications:

1. High School diploma or GED
2. One year experience in a clerical position.

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.

SPECIAL EDUCATION RECORDS (CONT'D)

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date