



NEW: 07/01/2020
 Submitted: 04/21/2020

JOB TITLE:	CLERK II ECE
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8669
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Maintains records, schedules the office and provides activities for ECE staff; works to support customer service to families and staff

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Schedules Admissions and Release Committee meetings
- Maintains all Education for All Handicapped Children Act (EHA) and Individualized Education Program (IEP) forms for the Admissions and Release Committee process
- Monitors, records, and updates data necessary for the Admissions and Release Committee for reports
- Demonstrates courtesy and cooperation in dealing with people over the telephone and in person
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Word processing and organizational skills
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Previous training and/or experience in office and clerical duties
- Experience in working within a school system
- Experience in a diverse workplace

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.