

Special Education Management System (SEMS) Clerk Job Description



Job Title:	Special Education Management System (SEMS) Clerk	FLSA:	Nonexempt
Reports to:	Principal / Assigned Supervisor	Pay Grade:	2110B
Dept./School:	Assigned Campus	Calendar Days:	199
		Revised:	3.6.2024

Primary Purpose

Responsible for maintaining records on all special education students in the special education eligibility folders and entering required data into the special education management system. Communicate notices and other documentation with relevant parties.

Qualifications

Education/Certification:

- High school diploma from an accredited high school or GED

Special Knowledge/Skills:

- Proficient skills in keyboarding, data entry, word processing, and file maintenance
- Knowledge of basic office equipment
- Effective organizational, communication, and interpersonal skills

Experience:

- Three years clerical experience
- Computer skills required

Major Responsibilities and Duties

1. Set up, maintain and record all special education student information under the direction of the assessment specialists/speech pathologists.
2. Maintain current special education eligibility folders by updating information from each Admission, Review and Dismissal (ARD) meeting, parent correspondence, and review of the Full Individual Evaluation Report (FIE).
3. Gather information from all ARD meetings and proof all parts for completion.
4. Schedule, complete and send all required parent ARD notices, and document correspondence in the students' eligibility folders.
5. Notify all staff of ARD meetings in a timely manner.
6. Disseminate schedule of service pages, copies of Individual Educational Programs (IEPs) and Behavior Intervention Plans (BIPs) from the ARDs to required staff and secure documentation of their receipt of the information.
7. Copy ARDs and FIE reports and send home copies to parents and document correspondence in the students' eligibility folders.
8. Enter student data into the special education management system and indicate if student is a referral, transfer, active or inactive.
9. Complete requests for students to be transferred to the campus special education management system and send request to central office staff.

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10. Assist central office personnel in obtaining information from campus files.
11. Maintain current rosters and reports as may be requested in order to aid program management.
12. Assist with updating PEIMS records.
13. Run PEIMS reports and compare to the special education management system reports to ensure accuracy of data in both systems.
14. Duplicate records upon request.
15. Assist with sending records to other schools, districts, and agencies upon request.
16. Assist with checking in materials and equipment when they arrive on campus and disseminating the material/equipment to the appropriate staff and maintain records of what the campus has ordered and received.
17. Send documentation to the central office special education department verifying receipt of materials.
18. Attend district meetings and professional development sessions to keep abreast of changes in current special education, local, state and federal reporting requirements.
19. Adhere to federal, state, district and school policies and procedures.
20. Maintain confidentiality of student records.
21. Assume other duties as assigned by campus principal, assigned supervisor, and the Superintendent of Schools.

Supervisory Responsibilities

None

Evaluation

The evaluation for the SEMS Clerk is a responsibility resting with the Campus Principal. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Physical Demands/Environmental Factors: May work prolonged or irregular hours; frequent districtwide and occasional statewide travel

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent sitting and standing; 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)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.