

CLEVELAND INDEPENDENT SCHOOL DISTRICT

Job Description

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

TITLE:	SPED Clerk	STATUS:	Non-Exempt
REPORTS TO:	Principal	TERMS:	196 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	CL3

PRIMARY FUNCTION

Provide written, oral and simultaneous translations/interpretations of ARD communications. Provide written and oral communication with parents and staff to facilitate meetings and accurate educational records for students with disabilities.

QUALIFICATIONS

High school diploma or (GED)

Experience:

School clerical experience, preferred

SPECIAL KNOWLEDGE/SKILLS:

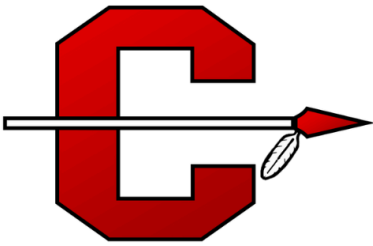
Fluent speaking, listening, reading and writing abilities
Strong organizational, communication, and interpersonal skills
Skill in communicating effectively, both verbally and in writing
Skill in utilizing electronic systems to locate and submit data/information
Ability to organize and prioritize work responsibilities.
Ability to utilize basic office equipment, including fax, copier, scanner, computer, etc.

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

1. Maintain confidentiality of sensitive information according to the Family Education Rights to Privacy Act (FERPA).
2. Work cooperatively with any special education staff, campus administrator, and appropriate team before, during and after a 504 or ARD committee meeting.
3. Complete ARD invitation process in the Special Education Management System.
4. Contacting parents initially and for reminders of meetings
5. Complete documentation for ARD invitations
6. Send written invitations to parents via student, mail, and email
7. Send ARD paperwork to parents via student, mail, and email.



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8. Compile and distribute educational, psychological, and medical records for students with disabilities using electronic, verbal, and mail methods.
9. Assist evaluators and therapists with translation during evaluation and therapy sessions.
10. Assist in proctoring and scheduling virtual sessions with outside therapists and evaluators.
11. Attend 504 and ARD committee meetings, to provide interpretation services when needed.
12. Attend department and campus training as required by the special education department.
13. Keep informed of and comply with state, district, and school regulations and policies.
14. Become familiar with Special Education terminology.
15. Work with the campus diagnostician on the ARD invitation process and obtaining ARD documents.
16. Maintain confidentiality.
17. Reliable attendance and punctuality.
18. Follow district safety protocols and emergency procedures.
19. Participate in staff development activities to improve job-related skills.
20. Comply with state, district, and school regulations and policies for clerical employees.
21. Attend and participate in faculty meetings and serve on staff committees as required.
22. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
23. Comply with all district and campus routines and regulations.
24. Perform other duties as assigned by the Special Education Director, Principal, and the Superintendent of Schools.

WORK ENVIRONMENT

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 25 pounds)

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

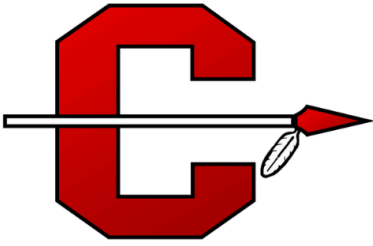
Environment: Indoors including but not limited to: classroom, cafeteria, library, or other campus location.

Outdoors (exposure to sun, heat, cold, and inclement weather). Exposure to noise. May work prolonged or irregular hours. A remote location in the event of a declared emergency, temporary closure, or closure.

Personal Protective Equipment may be required.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.



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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature

Date