



David Douglas School District #40

Classified - Job Description

CLERK IV – STUDENT EVALUATION CLERK

Schedule: 12 months per year
Class: 12

POSITION PURPOSE

To perform secretarial, clerical, record keeping, and organizational services for the Student Evaluation Center and Community Transition Program

NATURE AND SCOPE OF RESPONSIBILITIES

- Represent the Student Evaluation Center and Community Transition Program by phone and personal contact with students, parents, and staff
- Answer and screen telephone calls, provide information on general school and district procedures and policies, and relay messages to appropriate staff members
- Process student registrations and input student data into the computer for district, ESD, and State Department of Education record keeping
- Type correspondences for Student Evaluation Center staff and Community Transition Program, print and distribute Community Transition Program handbook, checklists, newsletters, and other publications for parents, students and staff members
- Order and maintain an inventory of building supplies from the district warehouse
- Collect and organize the monthly payroll for certified and classified staff
- Process student free/reduced lunch applications and maintain records of qualified students with the cook and district Food Service office for the Tutoring Program and Community Transition Program
- Maintain the building's checking account, making deposits, and writing checks for purchases and reimbursements; balance statements; maintain necessary records for annual audits
- Collect and maintain the Student Evaluation Center referral data and prepare an annual report
- Coordinate the Medicaid Administrative Claiming (MAC) Survey for the district three survey dates annually
- Conduct district trainings for staff on Medicaid Administrative Claiming (MAC)
- Maintain the Student Services Website
- Maintain the David Douglas Special Education Handbook on-line, including creating pdf fillable paperwork.
- Collect data and submit compliancy reports to the Oregon Department of Education: Child Find Collection, Exit Interviews and Follow Up Interviews
- Maintain and annually update the Resource Directory for parents and students of community resources
- Maintain the Saferoom Kits for the Flight Team
- Assist the Student Service Coordinators with special education paperwork
- Perform other duties, as assigned by the Director of Student Services

QUALIFICATIONS

- High School diploma or equivalent
- 21 years of age or older, with three years of experience in general clerical work requiring frequent contact with the public
- Knowledge of special education processes and laws
- Accurate and rapid typing skills, as well as language skills including composition, punctuation, spelling and correct usage
- Skill in computer operation and use of computer programs involving word processing ; use of telephone, calculator, fax, copier and other office equipment
- Must hold a valid first aid card
- Valid driver's license required - must drive to make bank deposits and to the ESD to deliver and pick up reports

QUALIFICATIONS (cont.)

- Ability to remain focused and productive despite frequent interruptions
- Ability to set up and maintain an efficient filing system
- Ability to understand and follow instructions with limited supervision
- Ability to respond to sensitive issues and concerns from students, parents, and staff, and to maintain the confidentiality of such
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with students, parents and staff

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, sitting and bending. Ability to use telephone, computer and other office equipment for extended periods of time. Exposure to noise and activity of a school setting.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.