



## David Douglas School District #40

### Classified Job Description

#### **CLERK II - EARLY INTERVENTION/EARLY CHILDHOOD SPECIAL EDUCATION**

Schedule: 12 month program / 261 day calendar

Class: 10

#### **POSITION PURPOSE**

The job of MECP Clerk II will provide support to and will manage processes across intake, services and SPR&I. MECP Clerk II will assist with the smooth and effective operation of EI/ECSE processes including Special Education timelines, data management and training related completion and compliance of all intake and service duties.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Represent EI/ECSE intake/service and SPR & I in a positive manner in all communications
- Prepare written, accurate and detailed materials (e.g. meeting summaries, SPR & I reports, etc.) for the purpose of meeting mandatory EI/ECSE timelines and conveying information activities and/or procedures
- Monitor mandatory EI/ECSE timelines to support SPR & I
- Process documents, student records and materials (e.g. Maintaining Training Module, Maintain internal process documents) for the purpose of disseminating information to appropriate parties to include but not limited to refresh/cross training using training modules, onboarding new intake/service staff
- Demonstrate good judgment in the receiving and disseminating of information
- Develop and maintain files and records; reviews reports, files, and other documents for accuracy, completeness and conformance to standard procedures
- Maintain appointment schedules and calendars; arranges meetings, reserve rooms
- Organize, maintain, and destroy student educational records

#### **QUALIFICATIONS**

- Equivalent to the completion of the twelfth grade, preferably supplemented with training in data and records management and computer skills. Associate degree or higher preferred. Bilingual preferred.
- 21 years of age or older
- English usage, spelling, grammar and punctuation
- Modern office methods, procedures, office equipment and technology, including computer hardware and software (e.g., Google Suite, Excel, student information systems, virtual platforms, etc.)
- Principles and practices of business letter and report writing
- Special Education procedures and paperwork
- Experience working in a comparable and complex work environment, preferably with some exposure and knowledge of special education rules and regulations preferred.
- Plan, organize, prioritize and complete assigned tasks in a timely and efficient manner
- Recognize the limits of responsibilities and authority related to administrative support assignments
- Research a variety of documents and compile and distribute relevant information in the form of memos, letters or **reports**
- Operate a computer terminal to enter, revise, and retrieve information, and to use word processing and spreadsheet applications
- Perform routine duties without specific instruction and with a reasonable degree of independent judgment and decision-making
- Learn and understand the organization and operation of other departments and the outside agencies **as necessary to assume** and assigned responsibilities
- Analyze complex and sensitive situations carefully

## **QUALIFICATIONS** cont.

- Compile information, maintain extensive records and prepare reports
- Communicate clearly and concisely, both orally and in writing with a variety of people, answering questions, gathering and exchanging information
- Type accurately and, depending on requirements of position, with sufficient speed to complete work in a timely **fashion**
- Establish and maintain effective working relationships with those contacted in the course of work
- Ability to be flexible and remain calm while dealing with a variety of minor problems and interruptions
- Ability to work independently; taking initiative to manage workload
- Good decision making skills
- Highly detail oriented and able to problem solve
- Ability to work well with others
- Ability to receive and follow instructions
- Ability to perform several computer functions and facets simultaneously and intermittently
- Strong work ethic
- Must have transportation

## **ESSENTIAL PHYSICAL REQUIREMENTS**

Requires a light degree of physical stamina. Most work is sedentary. *Will* require some extended periods of work at a computer.

**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

Multi-Cultural preferred. Bi-Lingual candidate preferred.

## **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.

***David Douglas School District is An Equal Opportunity Employer***