

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Special Education PEIMS Clerk

Wage/hour status: Nonexempt

Reports to: Special Education Director

Clerical/Technical Pay Grade: 3 (207 Days)

Dept./School: Central Administration Office

Date Revised: 05/21/08

Primary Purpose:

Maintain accurate special education records of all campuses. Under direct supervision perform data entry.

Qualifications:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

Ability to use personal computer and software to develop spreadsheets and databases, and do word processing

Proficient typing, keyboarding, file maintenance, and 10-key skills

Ability to follow verbal and written instructions

Ability to operate office equipment

Excellent organizational, communication, and interpersonal skills

Experience:

Two years data entry experience

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Input, maintain, and verify PEIMS and student data in Skyward according to established procedures.
2. Input, maintain, and verify student data in Special Education Manager System, Random Moment Time Study, and School Health & Related Services.
3. Prepare correspondence, forms, reports, etc., as needed using personal computer.
4. Compile pertinent data as needed when preparing various state and local reports.
5. Maintain physical and computerized records, including student folders.
6. Notify all proper staff about referred and withdrawn students.
7. Process student information including requesting for records from other schools.

Other

8. Maintain and assist staff with Protocol and assessment supplies.

9. Assist assessment staff with printing, copying, and or/filing of student records.
10. Order, receive, store, and issue supplies and equipment.
11. Keep office machines (fax, copier, printer, etc.) stocked with supplies and in working order.
12. Assist with the coordination of meetings and trainings.
13. Assist with the preparation of agendas and materials for meetings and trainings.
14. Answer incoming calls, take reliable messages, and route to appropriate staff.
15. Receive, sort, and distribute mail and other documents.
16. Maintain on going communication with various departments and staff regarding the status and/or changes in special education.
17. Maintain confidentiality of information.
18. Follow district safety protocols and emergency procedures.
19. Has regular in person attendance and complies with notification procedures for absences.
20. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer or online computer terminal, printer, calculator, and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Moderate standing, stooping, bending, walking, and lifting.
Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.