



JOB DESCRIPTION
Appraisal Clerk – Special Education

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The Appraisal Clerk, under the direct supervision of the Director of Special Education, assists in all clerical and related duties required by the Special education appraisal team.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficiency in typing and word processing
- Working knowledge of basic office procedures
- Ability to communicate effectively (verbal and written) and in a positive manner
- Ability to follow written and oral instruction
- Effective organizational skills
- Ability to perform basic arithmetic

DUTIES AND RESPONSIBILITIES:

1. Answers phone lines, transfers calls and/or takes messages.
2. Sorts, dates, and distributes incoming mail twice daily.
3. Copies training material and prepares training manuals and any copying required by Special Education Office professional staff.
4. Orders all forms and testing material for the Special Education Department.
5. Receives and organizes all Special Education forms.
6. Insures shelves have adequate number of copies of all forms not on NCR.
7. Supplies campuses with requested forms.
8. Types and maintains SEO forms, operating guidelines, and assessment manuals.
9. Arranges for transfer folders, child find folders and IEP packets to be assembled by high school students.
10. Reserves rooms for workshops and meetings. Provides sign in sheets and order food for workshops. Prepares certificates for workshops attendees.
11. Accepts RSVPs for workshops sponsored by SEO.
12. Files periodicals and catalogs for special education staff use.
13. Maintains resource library for parents, teachers, and staff.
14. Takes Child Find information from parents and sends parents the appropriate information in the mail.
15. Maintains department copier.
16. Performs related duties requested by the director, coordinators and assessment staff.
17. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbal and written), concentrate, understand verbal instructions, differentiate, read, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), reach, perform repetitive hand motions, hear, speak, and sit for a prolonged amount of time. Works with frequent interruptions.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 4

Salary Range: \$10.11 min./ \$12.64 mid./ \$15.16 max.

Days: 216

Wage/Hour Status: Nonexempt

Updated: October 28, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.