



Job Title: Assessment/Diagnostician Clerk **Wage/Hour Status:** Non-Exempt
Reports To: Director of Special Education **Pay Grade:**
Dept. /School: Special Education **Date Revised:** 09/23/2011

Primary Purpose:

Provide assistance to the daily operations of Assessment personnel.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of Windows and/or other computer operating systems

Excellent organization skills

Proficiency in meeting constant deadlines.

Experience:

1-2 years working in Special Education preferred.

Major Responsibilities and Duties:

1. Schedule IEP meetings, contact appropriate personnel and parents.
2. Maintain calendar.
3. Copying, faxing, filing and scanning.
4. Maintain audit folders.
5. Assist with monthly preschool screenings.
6. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, copier, telephone and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer.
Provide accurate and timely materials as needed.

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