Job Title:	Special Education Data Assessment Clerk	**Wage/Hour Status:**	Non-Exempt
Reports To:	Director of Special Education	**Pay Grade:**	Paraprofessional Pay Group 3
Dept. /School:	Special Education	**Date Revised:**	2/27/12

Primary Purpose:

Maintain accurate student information and provide technical support for the electronic student data information system for the Special Education Department. Under direct supervision, perform data entry for multiple systems, including the student information system and student transportation system, and technical support for the electronic student data information system.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:
Ability to use personal computer and software to develop spreadsheets, databases, word processing, power points, and publisher.
Proficient typing, keyboarding, file maintenance, and 10-key skills.
Ability to meet established deadlines.

Experience:
Two years data entry experience.

Major Responsibilities and Duties:

1. Collect and enter student data and verify accuracy pertaining to special education reports for transportation, intra-district transfers, and other areas in established databases.
2. Prepare and provide monthly reports from the electronic student information system for the Special Education Director and Coordinators.
3. Prepare professional development materials and organize professional development sessions under the supervision of the Special Education Director.
4. Enter workshop sessions and update participant's credits into the District's web-based program.
5. Process, facilitate, and maintain student travel requests for Community Based Instruction.
6. Under the supervision of the Special Education Director, process, facilitate, and maintain the usage of the Department's Special Education Vehicles.
7. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, calculator, printer, 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.