



EMPLOYEE NAME: _____

Revised: 10/08; 06/09; 10/12; 6/18; 3/19

JOB DESCRIPTION

POSITION TITLE: Special Education Support Clerk	JOB CODE: 430A
DIVISION: Academic	SALARY SCHEDULE: Local School Clerical
DEPARTMENT: Special Education	WORK DAYS: 198
REPORTS TO: Supervisor, Special Education	PAY GRADE: Rank IV (NC24)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides support to the special education supervisors by compiling student data, creating charts, graphs and data reports.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: Working knowledge of Excel
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; knowledge of ABA, data collection and reporting, technology skills including, but not limited to, Microsoft Word and Excel

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Uses software programs to input student data for reports, charts and graphs.
3.	Provides reports, charts, graphs to special education supervisors for meetings and training sessions.
4.	Compiles, maintains, and submits all required data, rosters and records.
5.	Maintains records for all special education collaboration team meetings.
6.	Maintains unit class projection logs and yearly initial support logs.
7.	Assists with the preparation for new unit openings.
8.	Assists in preparation for Special Education Professional Learning.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____