



EMPLOYEE NAME: _____

Revised: 7/86; 8/89; 6/92; 8/93; 11/94; 2/95; 3/03; 9/11; 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Clerk IV, Special Education Records	JOB CODE: 474E
DIVISION: Academic	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Teaching & Learning Support and Specialized Services	WORK DAYS: 238
REPORTS TO: Director, Legal and Policy Issues	PAY GRADE: Rank IV (NC04)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Maintains electronic student records; maintains confidentiality of records; inputs student data; assists with secretarial and clerical tasks.	

REQUIREMENTS:

1.	Educational Level: High School diploma or GED required
2.	Certification/License Required: None
3.	Experience: 1 year experience in records processing
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; ; working knowledge of Microsoft Office and Internet Explorer; general database knowledge

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.	Maintains electronic student records including preparing new student folders and accurately scanning incoming information.
3.	Participates in internal decision-making activities as required.
4.	Maintains confidentiality of records to include securing the records room.
5.	Maintains confidentiality of records when responding to requests.
6.	Operates office equipment and technology software necessary to perform job duties.
7.	Prepares student records for retention and/or destruction.
8.	Communicates with CCSD personnel, outside agencies and other school systems regarding student records.
9.	Maintains records room in an orderly and operational manner.
10.	Maintains other reports and school files as requested.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____