



EMPLOYEE NAME: \_\_\_\_\_

Revised: 10/08; 06/09; 10/12; 6/18; 3/19;5/21

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Special Education Support Clerk	<b>JOB CODE:</b> 430A
<b>DIVISION:</b> Academic	<b>SALARY SCHEDULE:</b> Local School Clerical
<b>DEPARTMENT:</b> Special Education	<b>WORKDAYS:</b> 198
<b>REPORTS TO:</b> Supervisor, Special Education	<b>PAY GRADE:</b> Rank IV (NC24)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> 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 \_\_\_\_\_