

Fairfield Public Schools

Title: Part-time Special Education High School Clerical

Job Purpose Statement: Provides clerical assistance of a confidential, complex, and responsible nature, for the special education staff at high school; interacts with teachers, parents, students, central office and the public; and performs related tasks as requested.

Supervisor: District Special Education Coordinator- High School

Essential Job Functions:

Enters data and performs word processing in completing a variety of correspondence, memoranda, forms, notices and reports. Acts as liaison concerning special education and 504: scheduling, document creation, uploading, and scanning on behalf of special education staff. The clerk schedules appointments, and screens telephone calls and correspondence.

Transmits and explains scheduling needs to designated persons, and follows up for compliance, completeness, and timeliness assisting with documents. Assists with scheduling of out placement meetings and visits for staff. Maintains a calendar and filing system as needed to assist the staff.

Keeps the Special Education Coordinator informed of any issues which may arise during the day with paperwork and scheduling.

Knowledge, Skills and Abilities: Ability to relate in a positive, friendly manner with students, parents, staff members, and the public. Ability to solve practical problems and deal with a variety of situation. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in school computer system with accuracy and expediency. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

Minimum Qualifications Required: The skills and knowledge required would generally be acquired with graduation from high school or equivalent. Must be able to type 45 words per minutes.

Physical Exertion/Environmental Conditions: Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress involved in interacting with children, parents and the public, and in meeting schedule deadlines.