

<b>Job Title:</b>	Clerk II SEMS	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports to:</b>	Facilitator Compliance SPED	<b>Pay Grade:</b>	304
<b>Dept./School:</b>	Special Education Support Services	<b>Date Revised:</b>	November 25, 2024

**Primary Purpose**

Update, verify, and maintain Special Education information and records for compliance and reporting to Texas Education Agency (TEA).

**Qualifications****Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education

**Special Knowledge/Skills**

- Passing score on District's clerical SET test
- Excellent organization, communication, public relations, and interpersonal skills
- Knowledge of computers and software applications

**Experience**

Two (2) years related experience

**Major Responsibilities and Duties**

1. Receive and log in to Special Education referrals for assigned campuses.
2. Review, audit, merging initial referrals to ensure compliance.
3. Process Social Security Disability requests.
4. Assist with State Performance Plan data compilation.
5. Process requests from other Special Education offices and districts and distribute appropriate school records to school personnel.
6. Ensure compliance with annuals, initial evaluations, and re-evaluations.
7. Ensure special education records requested and received for special education students transferring to and from the district.
8. Maintain weekly Transportation logs.
9. Obtain and cross reference Bus Driver and Bus Monitor Agreement Forms to TEAMS current employment status.
10. Assist with Head Start and ECI referrals, processes, and enter into the Head Start and ECI databases.
11. Abide by interlocal agreement with Head Start ensuring students are receiving services and meeting timelines for evaluations.
12. Respond to telephone requests for information regarding eligibility folders for persons who are entitled to access information.
13. Assist office clerical staff by providing pertinent information and answering telephone calls.
14. Maintain list of students recommended for and requiring ESY and transportation.
15. Uploading documents as requested by SLPs and/or Diagnosticians
16. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

PC Computers, file servers, printer, fax machine, copier, typewriter, and calculator.

**Physical and Mental Job Requirements****Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

**Terms of Employment**

221 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.