

USD 605 SCKSEC SUPPORT STAFF

POSITION DESCRIPTION

POSITION TITLE: **MIS/STUDENT RECORDS CLERK**

SUPERVISOR: SCKSEC Office Manager

PAYMENT RATE: According to Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent required; college degree preferred
2. Computer skills; proficient in Microsoft Excel
3. Working knowledge of office equipment
4. Telephone skills
5. Basic knowledge/familiarity with special education law preferred

ESSENTIAL FUNCTIONS:

1. Provide office and clerical support to ensure the smooth operations in the office.
2. Answer phone and route messages and correspondence appropriately in order to provide appropriate public relations.
3. Receive, process, and distribute special education referrals, materials, and records for the purpose of maintaining current student information.
4. Maintain MIS information on all students for the purpose of maintaining all current information with the State.
5. Input all IEP data correctly and submit correction requests to certified staff for the purpose of accountability for state required IEPs.
6. Attend meetings and inservice presentations for the purpose of acquiring and/or conveying information relative to job functions.
7. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
8. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS: Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensity work environment.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW: Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

Nicole Huff, Human Resources/Office Manager

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