

SECTION I: GENERAL INFORMATION

Classification Title: Office Professional-Central Special Services	Department: Special Services	Unit: Office Professionals
Immediate Supervisor: Program Supervisor-Special Services	Grade Placement:	FLSA Status: Non-exempt

Job Summary:

Under the direction of the Program Supervisor-Special Services, the Office Professional-Central Special Services is responsible for providing a variety clerical and administrative support functions for Special Services by reviewing, verifying, entering and maintaining and updating due process and student information.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assembles, reviews, and verifies due process paperwork submitted by special education case managers for completeness, accuracy and to ensure all required paperwork has been received and completed in accordance with state and/or federal guidelines.
 - Meets with Program Supervisor-Special Education to discuss due process paperwork concerns, issues, needs or appropriate course of action.
2. Records, enters and maintains student information database in Infinite Campus. Duties include such representative tasks as:
 - Updates student enrollment data.
 - Updates special education data.
 - Assures entered student information is accurate for reporting to MDE.
3. Follows up with case managers and special education staff regarding discrepancies, missing information or clarification of student information. Revises, corrects, or makes amendments to due process paperwork. Informs staff or timelines for corrections and revisions.
4. Checks, reviews and resolves discrepancies in MARSS edits and reports for special education students in accordance with state reporting requirements.
5. Creates ad hoc reports regarding student information in Infinite Campus as requested by department or administration personnel. Maintains special education database in Google Doc.
6. Maintains and updates special education student cumulative files.
7. Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis:		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:		
	2nd year graduate level			
		<ul style="list-style-type: none"> • Office principles and practices of office administration and organization. • Fundamentals and knowledge of special education or regulations, guidelines and deadlines. • Specialized district systems and applications including Infinite Campus, etc.). • District organization, programs and administrative policies and procedures. • Fundamental or office organization, records retention and records management principles and practices. • Knowledge of data privacy and other laws, rules or regulations pertaining to job responsibilities. • Familiarity with office equipment, computers, general office productivity software (i.e. word processing, spreadsheet, presentational software, email programs, etc.). 		
Required Work Experience in Addition to Formal Education/Training: Minimum of 1 year administrative support or secretarial experience.				
LICENSE/ CERTIFICATION		Identify licenses/certification required: A valid MN Driver's License or evidence of equivalent mobility.		
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Learning, using and applying specialized programs, applications, and electronic reporting formats/reports employed by the district (e.g. MARSS, Infinite Campus, etc.). • Implementing and maintaining student records and data retention procedures, routines and operations of the department/district. • Compiling, reviewing, and preparing a variety of student reports, student summaries, and narrative reports. • Reviewing, verifying and maintaining special services due process and student information. • Providing secretarial support to department administrative personnel including word processing, preparation of presentations, and general office functions. • Written and oral communication skills. • Customer service skills and orientation. • Learning and understanding the programs, department functions, and rules, regulations or guidelines that impact department operations and specifically administrative support functions associated with special education reporting guidelines, timelines and requirements. • Performing job assignments that require attention to detail, precision and accuracy. 		

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs	X			
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:
Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature
Date

Classification History:
Created classification description 6/2016 BCC

