PARAPROFESSIONALS

CAMPUS BASED SPECIAL EDUCATION MANAGEMENT SYSTEM (SEMS) CLERK

A. QUALIFICATIONS

1. The campus based SEMS clerk shall have earned a high school diploma either from an accredited high school or the GED program.

2. The campus based SEMS clerk shall have a minimum of three years clerical experience. Computer skills required.

B. APPOINTMENT

The campus based SEMS clerk shall be appointed by the Board of Trustees upon the recommendation of the Superintendent of Schools.

C. REPORTS TO

The campus based SEMS clerk shall be responsible to the building principal and/or immediate supervisor for the performance of all duties.

D. DUTIES AND RESPONSIBILITIES

1. Sets up, maintains and records all special education student information under the direction of the assessment specialists/speech pathologist.

2. Maintains current special education eligibility folders by updating information each time there is an ARD, parent correspondence or a Full Individual Evaluation Report (FIE) is reviewed.

3. Gathers information from all Admission, Review and Dismissal Committee (ARD) meetings and proofs for completion of all parts.

4. Schedules, completes and sends all required parent ARD notices, and documents correspondence in the students’ eligibility folders.

5. Notifies all staff of ARD meetings in a timely manner.

6. Disseminates schedule of service pages, copies of Individual Educational Programs (IEPs) and Behavior Intervention Plans (BIPs) from the ARDs to required staff and secures documentation of their receipt of the information.

7. Copies ARDs and Full Individual Evaluation (FIE) reports and sends home copies to parents and documents correspondence in the students’ eligibility folders.
8. Enters student data into the special education management system and indicates if students are a referral, transfer, active or inactive.

9. Completes the requests for students to be transferred to the campus special education management system and sends the request to central office staff.

10. Assists central personnel in obtaining information from campus files.

11. Maintains current rosters and reports as may be requested in order to aid program management.

12. Assists with updating PEIMS records.

13. Runs PEIMS reports and compares to the special education management system reports to ensure accuracy of data in both systems.

14. Duplicates records upon request.

15. Assists with sending records to other schools, districts, agencies upon request.

16. Assists with checking in materials and equipment when they arrive on campus and disseminate the material/equipment to the appropriate staff and maintains records of what the campus has ordered and received.

17. Sends documentation to the central office special education department verifying receipt of materials.

18. Attends district meetings and professional development sessions to keep abreast of changes in current special education, local, state and federal reporting requirements.

19. Demonstrates dependability and punctuality by exercising regular attendance and promptness.

20. Maintains professional ethics and exercises self-control over actions and words with students, parents and staff members.

21. Adheres to federal, state and local policies and procedures related to special education issues.

22. Maintains confidentiality of student records.

23. Follows district and building policies.

24. Performs all duties as assigned by the supervising staff person and/or administrator.
E. SALARY

The salary of the SEMS clerk shall be based on the schedule adopted by the Board of Trustees for this position.

Source: Local
Approved: 4-18-2006
Revised: 8-19-2008
Reviewed: 8-04-2009