

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Special Education Lead Records Assistant	
<i>Supervisor:</i> Executive Director of Special Education	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 months	<i>Grade:</i> 6

Job Summary

The special education lead records assistant inputs data from special education paperwork into the school district database and maintains an intensive funding verification list. The assistant also communicates and follows up with teachers regarding paperwork, and supports teachers with compliance issues.

Essential Job Functions

Maintains special education program statistics by compiling, verifying, and inputting data into school district database.

Collaborates with teachers on a regular basis regarding special education paperwork questions and issues; assists with providing guidance on compliance issues related to paperwork.

Organizes and maintains required files and records, including confidential materials.

Answers and directs in-person and telephone inquiries; serves as a program representative and subject matter expert regarding program procedures and processes.

Resolves daily operation problems within parameters of established policies and procedures.

Transcribes, drafts, and/or prepares letters, memos, agenda items, reports, contracts, grant requests, and other documents.

Proofreads for English usage, spelling, punctuation, and grammar.

Attends meetings and prepares minutes.

Participates in communications, teleconferences and provides summary to administrator.

Routes incoming mail to appropriate department staff.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment, including computer, printer, copy equipment, fax machine, and 10-key calculator.

Independent Decisions

Independent decision making of a routine nature is expected; deviations from established policies and procedures are referred to the supervisor. Independently identifies possible intensive funding candidates.

Primary Working Contacts

Daily contact with program administrator, administrative center staff, and the public.

Responsibility for Cash, Equipment, Safety

None.

Supervision Received and Exercised

None given; receives oral and/or written instructions from the executive director of special education.

Unusual Working Conditions

Work is performed in a normal office setting. There are no unusual demands of the position. Position is mostly sedentary with extended periods sitting at desk/computer.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or GED equivalent.
2. One (1) year of experience with data entry or records maintenance.
3. Proven knowledge of standard office procedures, practices, equipment, and data base.
4. Familiarity with due process for special education procedures and paperwork.
5. Good oral and written communication skills in English.
6. Proven skill in maintaining accurate records and filing system.
7. Strong skills in the use of computer software, including word processing, spreadsheet, and database.
8. Experience with email and the internet.
9. Ability to meet deadlines and flexibly reprioritize work as needed; identify and address program needs; positively represent the program, user groups, and the public; interact with others in a courteous and tactful manner; and maintain confidentiality of records and oral information.

The following are preferred:

1. Two (2) years of experience with data entry or records maintenance.
2. Special education clerk or secretary experience.
3. Experience with MUNIS software system.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.