



# SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

## JOB DESCRIPTION

**Job Title:** Special Education Clerk

**Salary Block:** 305

**Reports To:** Director of Special Education, Campus Administrator, and  
Assistant Director of Special Education

**Terms of Employment:** 197 Days

**Exemption Status:** Non-Exempt

### Primary Purpose:

The primary purpose of this position is to provide clerical support for the special education department.

### Qualifications:

#### Education/Certification:

- High school diploma or equivalent
- 48 college credit hours from an accredited college or university approved by TEA.
- Educational Aide SBEC Certification

#### Special Knowledge/Skills:

- Bilingual (English and Spanish)
- Possess basic clerical skills
- Demonstrate ability to effectively communicate with district employees, parents, and students.

### Major Responsibilities and Duties:

1. Provides responsible liaison services between the home and the school.
2. Covers classes for teachers attending ARDs (covers classes as needed)
3. Assists in the collection of all data and documentation, and other testing information to be used in evaluations.
4. Understands special education law to explain the referral process and accurately answer basic or general parents' questions.
5. Type all reports and letters as assigned.
6. Maintains ledgers on incoming special education students.
7. Maintains adequate supply of all forms necessary for evaluation process.
8. Assists in the dissemination of information as required by the assessment personnel.
9. Maintains a professional level of confidentiality concerning contents of eligibility folders and other information regarding students.
10. Demonstrates punctuality in reporting for duty and follows prescribed procedures for reporting absences.
11. Utilizes Microsoft Outlook or computer scheduling program to send out ARD notifications to school staff.
12. Telephones, writes letters or makes home visits at the request and approval of their supervisor to ensure parent attendance at the ARDs, which may include calls and visits outside normal working hours.
13. Translates for parents
14. and staff as required.
15. Completes, mails or hand delivers appropriate ARD documentation within timelines.

ADOPTED: 03-05-85

AMENDED: 02-05-91, 03-02-93, 01-09-95, 08-24-95, 05-14-01, 10-28-02,  
11-06-03, 8-31-09, 03-08-12, 05-24-13, 10-05-16, 05-16-17, 05-31-17, 10-23-17,  
08-20-19, 7-28-2022, 12-2-2022, 3-28-2023, 7-24-2024

## Special Education Clerk

16. Maintains special education records by scanning, uploading, archiving, and submitting documents for the special education file.
17. Provides clerical support to other professionals within the department as assigned.
18. Upholds and adheres to safety rules and policies of the SISD safety program.
19. Supports the goals and objectives of the school district and follows all district policies.
20. Performs any other duties as assigned by the appropriate supervisor.
21. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
22. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Mental Demands:** Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress.

**Physical Demands/Environmental Factors:** Prolonged use of computer; works with frequent interruptions.

*This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of Board policy.

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Employee Name (please print)

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Signature

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Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact: the Chief Human Resources Officer (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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