

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
2.00 PERFORM GENERAL OFFICE DUTIES				Abilities: 1. Work independently. 2. Perform under stressful situations and interruptions. 3. Cope with various problems and personality types. 4. Address concerns with supervisor and other parties. 5. Communicate due process to others.	
2.01 Type letters, memos, reports and other material for special education and Title I staff.	A	10D			2.01 Correspondence was typed with 95% accuracy.
2.02 Process mail: prepare outgoing mail, sort and distribute incoming mail.	A	5D			2.02 Mail was sorted and delivered within guidelines to correct parties.
2.03 Obtain and transfer student information: collect and prepare reports for mailing, request records from other school districts and agencies.	A	5W			2.03 Student records were completed to the satisfaction of the supervisor.
2.04 Organize and maintain files: psychologist's reports social worker's reports agency reports district nurse reports speech therapist's reports	A	5W			2.04 Filed material was available upon request.
2.05 Maintain orderly and efficient office.	A	2D			2.05 The office functions to the satisfaction of the supervisor.
2.06 Operate all office machines: computer, typewriter, Xerox and calculator.	A	10D			2.06 Operation of the office machines was accomplished to the satisfaction of the supervisor.
2.07 Maintain inventory of supplies and equipment: determine supplies needed, type requisitions, check-in supplies, distribute supplies.	A	5W			2.07 Inventory was maintained and tabulated to the satisfaction of the supervisor.
2.08 Attend inservice meetings regarding due process and PRISM program.	N/A	5Y			2.08 All inservice meetings were attended.
3.00 MAINTAIN REQUIRED RECORDS AND REPORTS					
3.01 Monitor due process paperwork for compliance.	A	3D			3.01 IEP's/Evaluation meetings were scheduled according to time lines.
3.02 Type due process paperwork for staff.	A	5D			3.02 IEP's/Evaluation reports were typed with 98% accuracy.
3.03 Process due process materials.	A	5D			3.03 Appropriate communication occurs between special education staff so time lines are met.
3.04 Compile and maintain special education student's files as requested by staff.	A	5W			3.04 Special education files are compiled and maintained as requested by staff.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
3.05 Provide assistance on due process/PRISM to staff. 3.06 Communicate IEP process/development to staff. 3.07 Assist with Title I and special education student records, transfer and collection. 3.08 Collect data for preparing federal, state and district office reports: student data reports, update and maintain student enrollment counts for district office, special education staff and school counselors.	A	5W			3.05 Skills have been obtained to provide assistance in meeting state regulations. 3.06 Skills have been obtained to operate the latest version of PRISM and inservice has been provided. 3.07 Student records are collected and transferred to the satisfaction of the Title I and special education staff. 3.08 Federal and state reports/student data was submitted on time.
4.00 MISCELLANEOUS					
4.01 Maintain confidentiality. 4.02 Perform other dutes as assigned by supervisor.	N/A N/A				4.01 Confidentiality was maintained 100% of the time. 4.02 Other duties were performed to the satisfaction of the supervisor.