



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Due Process Clerk	<b>Department:</b> Special Services
<b>Immediate Supervisor's Position Title:</b> Special Education Manager	<b>FLSA Status:</b> Non-Exempt
	<b>Classification Level:</b> Grade 9
<p><b>Job Summary:</b> Under the direction of the Special Education Manager, and the guidance of licensed and professional instructional staff, the Due Process Clerk supports the Special Education team in keeping due process, other special education documents and systems up-to-date as well as maintaining organized special education records of students. Duties of the job include maintaining student files (paper and electronic), updating software systems to reflect changes in special education services, processing records of transfer students, filing paperwork, providing SpEd Forms training and support, and communicating Due Process procedures and timelines to staff. Specific duties and responsibilities of any position will vary from program-to-program and building-to-building. Responsibilities also include providing students in small groups or on a one-on-one basis with general support.</p>	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintains and organizes Special Education records:
  - a) Organizes due process student files.
  - b) Reviews details of required documents as directed by the Director and/or Manager of Special Education.
  - c) Effectively communicates with staff when changes to information need to be made to meet compliance guidelines.
  - d) Maintains confidentiality of student educational records as required by district policy, state and federal law.
  - e) Processes paperwork using best practices as well as follows state compliance and monitoring guidelines.
  - f) Updates data systems, including SpEd Forms and Infinite Campus, to reflect if students are receiving services and accurate service minutes and accommodations.
  - g) Communicates changes of student services to the business office to assist with accuracy of MARSS/EDFI data.
- Processes transfer documents of special education students, both into and out of the district:
  - a) Acts as a liaison between other districts regarding special education documents
  - b) Sends most recent documents to receiving school districts
  - c) Requests information on new students and creates new special education files as needed
  - d) Processes special education record requests from additional outside sources including parents, DHS, courts, etc.
- Coordinates with the Special Education Administrative Assistant on managing records:
  - a) Communicates regularly to ensure records are kept in accordance with district, state and federal policies and requirements.
  - b) Reviews MARSS/EDFI data and reports for accuracy and notifies the business office if there is a discrepancy.
  - c) Stays current on updates with computer software programs and reporting requirements.
- Provides students in small groups or on a one-on-one basis with general support, supervision and assistance on playgrounds, in the lunchroom, at assemblies, in the swimming pool, and on field trips as needed.
- Provides administrative support to special education staff to include:
  - a) Files forms and documents in accordance with established department routines.
  - b) Archives inactive and graduated senior special education files for permanent records in accordance with established guidelines.

- c) Shares updates regarding best practices related to due process and compliance standards.
- d) Generates reports, gathers, organizes and maintains data for MDE reporting or program review or planning.
- Performs other duties of a comparable level or type, as assigned by supervisor:
  - a) Attends training sessions and district in-services or staff meetings.
  - b) Assists with special projects, as needed.
- Attends work regularly and punctually.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> <b>Type of degree: (B.S., M.A., etc.)</b>  Associate's Degree or equivalent.		
less than high school diploma		<b>Major field of study or degree emphasis:</b> Child development, human development, learning, behavioral management or related area.		
High school diploma or GED.				
1 year college	x			2 years college
3 years college				4 years college
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of general office procedures and practices.</li> <li>• Knowledge of office etiquette and customer relation procedures and routines.</li> <li>• Knowledge of data privacy and other laws, rules or regulations pertaining to job responsibilities (i.e. MDE mandates, due process reporting requirements, etc.).</li> <li>• Knowledge of general record keeping routines to perform data/record maintenance in filing or recording data in hard copy, websites or data filing systems.</li> <li>• Familiarity with general office productivity software (i.e. word processing, spreadsheet, email programs, etc.) and office equipment (i.e. copier, facsimiles, phones).</li> <li>• Knowledge of computer operation, informational systems and specialized programs used in recording and maintaining district or student information (i.e. Skyward, Infinite Campus, SpEd Forms, etc.) utilized by the department and district.</li> </ul>		
2nd year graduate level				
Doctorate level				
<b>Required Work Experience in Addition to Formal Education/Training:</b> No previous experience required.				
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required upon hiring:</b> No specific licenses or certification required to gain entry into the classification. District may require specific certifications, courses and/or licenses after hiring depending upon the specific job assignment, or needs of the district.		
<b>ESSENTIAL SKILLS</b>				

<b>REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Applying and using word processing applications, spreadsheet applications, internet based applications, and database applications.</li> <li>• Applying specialized district software applications used in the maintenance of department files, special education forms and records and in providing system/application support and troubleshooting to faculty and administrators regarding its use and application.</li> <li>• Applying judgment and discretion in carrying out department specific procedures, policies, and operational routines pertaining to assigned areas of responsibility.</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, including building and department staff, sufficient to exchange or convey information and to receive work direction.</li> <li>• Implementing and maintaining well-organized departmental records, files, or lists.</li> <li>• Prioritizing multiple requests, using time effectively, and problem solving issues as they arise.</li> <li>• Customer service and human relation skills in assisting, dealing with, and applying proper office and phone etiquette, judgment and discretion in providing and dealing with the staff, public and district personnel.</li> <li>• Prioritizing job assignments, general organization skills and performing work assignments requiring attention to detail, precision and accuracy.</li> <li>• Skilled in the various administrative, secretarial and clerical functions.</li> </ul>
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<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.</p>
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**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

<u>Physical Activities</u>	<u>Amount of Time Spent</u>				<u>Lifting/Forcing Exerting</u>	<u>Amount of Time Spent</u>			
	None	1/3 Less	1/3 to 2/3	Over 2/3		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								

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

**Light Work:**  
Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.