

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	District Office Specialist- SPED		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Director of Special Services
EDUCATION:	High School Diploma or GED Equivalent Associates Degree or higher preferred	FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	260 Days/Year 8 Hours/Day		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	Under general supervision, performs secretarial duties and routine administrative duties in direct support of the Director of Special Services and performs related duties as assigned. Special Knowledge/Skills: Proficient skills in keyboarding, word processing, data entry, and file maintenance Sufficient language and writing skills to prepare varying types of correspondence MS Excel knowledge and experience Ability to develop spreadsheets and databases Must have experience with multiple database systems		

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Department data entry and data retrieval specialist.
2. Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, filing, collating, data entry, calculating, verifying, etc.) for the purpose of supporting department staff.
3. Keep all records and documentation in an organized system.
4. Professionally prepare correspondence and reports on a computer and circulate as needed.
5. Make all monthly reports as required by the department.
6. Assist with the purging of inactive student records.
7. Receive, sort, and distribute mail and other documents to department staff as needed.
8. Maintain inventory for supplies and materials.
9. Knowledge and highly proficient in the use of computers, printers, faxes and other office equipment as needed.
10. Receive and direct telephone correspondence in a courteous, efficient, and timely manner.
11. Greets individuals entering the office (e.g. visitors, staff, parents, applicants, etc.) for the purpose of responding to inquiries and/or directing individuals to appropriate location.
12. Maintain confidentiality of information.
13. Other duties as assigned.
14. Regular attendance is an essential function of this position.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					x
11-20 lbs.				x	
21-50 lbs.				x	
51-75 lbs.	x				
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount lifted by worker without assistance:					
If required, lifts over <u> 75 </u> lbs. are performed with two or more people or lift devices.					

CARRYING

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					x
11-20 lbs.				x	
21-50 lbs.				x	
51-75 lbs.	x				
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount carried by worker without assistance:					
If required, carrying over __75__ lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				x	
11-20 lbs.			x		
21-50 lbs.			x		
51-75 lbs.			x		
76-100 lbs.	x				
> 100 lbs.	x				
Maximum weight of object pushed/pulled by worker:					
Distance: __100 ft__ Type of Surface: (i.e. level, carpet, tile): _____					

ENVIRONMENT (WORK CONDITIONS)*	
Works Inside __100__% of the time	/ Works Outside ____% of the time.
Temperature Extremes: Yes or No (Circle One)	
Works on or around moving machinery or mechanical parts: Yes or No (Circle One)	

*Varies by location and season of the year.

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				x	
Twist				x	
Crouch/Squat				x	
Kneel			x		
Crawl		x			
Walk-Level Surface					x
Walk-Uneven Surface	x				
Climb Steps	x				
Climb Ladder	x				
Work at Heights	x				
Reach at or Above Shoulder			x		
Reach Below Shoulder					x
Use of Arms					x
Use of Wrists					x
Use of Hands					x
Grasping/Squeezing					x
Operate Foot Controls	x				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting				x			
Standing				x			
Walking				x			

Change Positions				x			
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NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Position:

Print Employee Name	Employee Signature	Date
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Employer Representative (Immediate Supervisor):

Print Name	Title	Signature	Date
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Prepared by: Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature	Date
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