



## Case Manager Assistant

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### Position Classification Summary

1. Performs a variety of complex and diverse clerical work requiring independent judgment and a thorough knowledge of our student information system, Individual with Disabilities Education ACT (IDEA) procedures and practices and school district functions.
2. Coordinates and prepares complex documentation and reports, maintains records requiring compilation and classification of varied information, orchestrates the process for setting up meetings and uses organizational skills to attend to details required in special education processes.

### Essential Functions:

1. Independent compilation of information and records pertaining to department functions (IDEA), compilation and tracking of staff and parent communications and notifications;
2. Maintain knowledge of federal, state and district laws, policies and practices regarding area of assignment such as IDEA, boundary exchanges, open enrollment, residency, guardianship and McKinney-Vento.
3. Complete reports for state and district personnel, maintain accurate, up-to-date records and supply administrators and teachers with correct information when required.
4. Compose memos and correspondence; distribute as necessary to peers, teachers, students and parents.
5. Maintain department, teacher, and student files, log books, and records.
6. Use computer for information entry and assembly; retrieve documents for department use when requested.
7. Schedule and arrange details for IDEA related meetings. Notify participants, type and mail agendas. Take minutes at meetings, type and distribute to participants.
8. Maintain an accurate and up-to-date filing system, using both a computer database or spreadsheet program and a conventional document filing system. Assure the confidentiality of student or staff records is preserved.
9. Maintains regular and prompt attendance.
10. Performs other related duties as assigned.

### Required Knowledge, Skills and Abilities:

1. Ability to learn and apply detailed knowledge of the procedures involved in the administration of special education procedures and records maintenance.
2. Ability to navigate a variety of computer systems, enter data and maintain the accuracy of the information being entered.
3. Demonstrate competence in a variety of computer systems and software.
4. Highly developed written and verbal communication skills.
5. Ability to establish and maintain effective working relationships.
6. Ability to work independently and ensure confidentiality.
7. Highly developed organizational and public relations skills.
8. Ability to work under the pressure of deadlines. Ability to work with frequent interruptions and to preserve an order status of assignments during times of unusually high workload.

**Minimum Qualifications:**

1. Two years of experience in clerical, secretarial or other associated work position with an emphasis on compilation and recording of information.
2. Demonstrate competence in computer software systems.
3. Demonstrate competence in working within multiple work environments

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	OSEA - Classified
<b>Pay Grade</b>	Grade 10
<b>Reviewed by</b>	Cheryl Linder-Director ESS
<b>Approved by</b>	Sarah Brown, Director of Human Resources Pay Grade Evaluation Committee 3/2/15
<b>Last revised</b>	