



# Pickens County Schools

## Job Descriptions

### **SPECIAL EDUCATION BOOKKEEPER**

**Title/Position:** Special Education Bookkeeper

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 240 Days, 8 hours/day

**Salary:** Classified Salary Schedule Grade F (Starting pay \$16.75/hour)

**Reports to:** Chief of Student Services

**Qualifications:**

1. High School Diploma
2. Proficient in business English, spelling, mathematics, and office practices.
3. Ability to work professionally with the public and others, both in person and over the phone.
4. Excellent computer skills including but not limited to: Word, Excel, Microsoft Office and office machine proficiency.
5. Experience as a secretary and special education experience preferred.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### **RESPONSIBILITIES**

- Performs the usual office routines and practices associated with a busy yet productive and smoothly – run office.
- Maintains such student records as shall be required; both active and inactive.
- Receives and routes all incoming calls.
- Maintains a daily teacher attendance log and the concomitant records for substitute teachers.
- Assists teachers with SEMS programs and procedures of Special Education.
- Processes all changes and adjustments in student schedules after the second week of the school year.
- Receives parents and visitors in a professional manner.
- Perform a variety of duties to support supervisory and administrative personnel in handling daily activities.
- Compose and type routine correspondence.
- Answer phones, screen callers and refer to appropriate person; greet visitors, ascertain nature of business and direct to appropriate person.
- Assist in maintaining efficient office operations by providing clerical relief whenever and wherever needed.

- Interact effectively with general public, staff members, students, and parents, using tact and good judgment.
- Operate standard office equipment such as word processor, calculator, copier, etc., as well as equipment developed or advanced from future technology.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Review current developments, literature, and technical source information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned.
- Enter info in SIS for FTE and data collections; correct errors; maintain reports.
- Enter info in Sped database and SIS, student record.
- Coordinate preschool – referrals, assessments.
- Maintain database and files on 504 plans
- Maintain files of ineligible students.
- Organize and store paperwork, documents, and computer based information.
- Enter staff leave info in HR program.
- Medicaid/ ACE - Maintain database of Medicaid's eligible, diagnosis codes , RMT enters
- Keep current with all new regulations regarding special education procedures.
- Assist staff, parents, etc with referral process and special education procedures.
- Reviews current developments, literature, and technical source information related to job responsibilities.
- Contributes to an atmosphere of harmony and goodwill in the workplace.
- Perform other duties as assigned by supervisor/administrator.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

**FLSA Status:** Non-Exempt