

Killeen Independent School District Job Description

Job Title: Special Education Office Technician
Reports To: Executive Director of Special Education
FLSA Status: Non-exempt

SUMMARY

Provides secretarial and administrative services to the Special Education Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Must be able to stay focused and work independently with minimal supervision.

Performs bookkeeping tasks associated with the specific position.

Establishes and maintains appropriate files and other information.

Skills necessary to research search information for quotes and purchase orders.

Utilizes office technology and automation to complete tasks and operates office machines such as computer, calculator, fax machine, and copy machines; keeps machines in operational readiness.

Prepares and maintains purchase orders or work orders for special education requests.

Determines and assists with locating and purchasing department resources.

Obtains, maintains and issues adequate materials, supplies and equipment for the special education department.

Obtain quotes from vendors.

Assists with the yearly department inventory.

Assists with SHARS reporting.

Possesses knowledge and skills to assemble equipment used by special education staff.

Facilitate and coordinate movement of program materials and supplies when programs are relocated to different campuses.

Assists other administrative personnel with secretarial tasks.

Performs other such tasks that may be assigned by the director and/or the executive director.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Must possess a high school diploma or hold a general education degree (GED) certificate. Must have two years experience as a public school secretary, or three years of general clerical/secretarial experience, or 15 semester hours of college credit with some business orientation or equivalent business school background.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write business correspondence. Ability to effectively present information and respond to questions from employees or visitors to the school district.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER QUALIFICATIONS Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum 7,000 kph with 7 errors or less.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift

and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Revised Date: 04-30-2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.