

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE:

Records Specialist

DEPARTMENT/PROGRAM AREA: Special Education

IMMEDIATE SUPERVISOR: Director of Special Education

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

To maintain a full set of official files containing accurate and required information for IEPs of all identified students in the BOCES; to monitor compliance with FERPA and IDEA for the maintenance and distribution of records.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. High School diploma.
2. Proficiency in typing, word processing, computer applications and working knowledge of office equipment.
3. Previous experience—two years preferred and/or training in secretarial skills.
4. Telephone skills and ability to communicate effectively.
5. Bilingual skills preferred.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. To be familiar with the IEP process and to maintain a filing system for IEPs and related records.
2. To review IEP data for accuracy.
3. Maintain database and provide requested data for Director of Special Education.
4. Communicate with district personnel and parents regarding special education IEP information.
5. Prepare case management data monthly and follow-up of case management records.
6. To maintain confidentiality of special education information as required by FERPA and IDEA regulations.
7. To assist Director of Special Education and Program Assistant with duties as assigned.

IV. EVALUATION PROCEDURES: The position will be evaluated according to the process defined in the SLV-BOCES' policy and procedural manual.

V. COMPENSATION/TERMS OF EMPLOYMENT: Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The employee's contract

The SLV-BOCES is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in its educational programs or activities which it operates.

will stipulate the terms of the agreement including the number of contract days, applicable benefits and position assignment.

- VI. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date