SPED Admin Asst - Campus

Rev Nov 2026

Reports to: Special Education Coordinator/Director

Status: Non-Exempt

Dept./Campus: Assigned Campus

Paygrade: 405

Term: 197 Days

PRIMARY PURPOSE:

Ensure efficient clerical services for the assigned campus Special Education department function.

MAJOR RESPONSIBILITIES AND DUTIES

- Work with support staff to coordinate activities of support personnel and to disseminate information.
- Maintain referral contacts to diagnosticians, psychologists, and speech therapists.
- Prepare and disburse referral packets.
- Order and distribute instructional materials for Special Education teachers.
- Duplicate and send out current special education information to Director monthly.
- Check referrals for each Coordinator.
- Keep all forms available for campus Special Education department.
- Order supplies as needed.
- Prepare student records for other districts when a student withdraws.
- Prepare reports for Texas Education Agency regarding Special Education students and/or the Director.
- Schedule ARD's and PEARD's at the request of coordinators.
- Follow district safety protocols and emergency procedures.
- Maintain confidentiality.
- Complete all other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Monitor the work of campus clerical support.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High school diploma or GED. One–three years clerical experience preferably in a public education environment.

Knowledge/Skills/Abilities:

- Proficient keyboarding and file maintenance skills
- Ability to use software to develop spreadsheets, databases, and do word processing.

The above statements are not an exhaustive list of responsibilities, duties, and skills that may be required.
All GISD employees are expected to maintain an extreme degree of confidentiality by following the
Family Educational Rights and Privacy Act (FERPA) for student information
and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

- Ability to maintain accurate and auditable records.
- Knowledge of basic accounting principles
- Ability to follow verbal and written instructions
- Ability to perform a variety of tasks often changing assignment on short notice
- Effective professional, organizational, communication, and interpersonal skills

Mental/Physical/Environmental Demands:

- Standard office equipment including personal computer and peripherals
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 15 pounds)
- Work inside; regular exposure to noise; may work prolonged or irregular hours
- Work with frequent interruptions; maintain emotional control under stress