

Office of Special Services

DR. SOPHIA JONES-REDMOND, Director
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Date: March 13, 2013

To: Mr. Eric Kellogg, Superintendent, SD 152
Dr. Kevin Nohelty, Assistant Superintendent of Business Operations and
Human Relations

From:  Dr. Sophia Jones-Redmond, Director of Special Services, SD 152

Re: Request for an additional staff – Special Services Clerk

The maintenance and compliance of reporting, record keeping and reimbursement procedures for the Office of Special Services (OSS) are crucially important to the sustainability of the entire district. Throughout the months you have been very supportive when I have identified needs pertaining to the OSS, and I have appreciated the support very much. Currently I have a college student facilitating many of the essential tasks such as reporting to the State in iPoint, compliance analysis and managing the Time and Effort federal requirements. While she is outstanding, a permanent position is needed. Prior to me becoming the Director of Special Services, a long-term substitute was employed to do these tasks, again a short term fix to a long-term need. I am requesting a starting hourly salary of \$12.81 for this position. I can amend the Special Education Flow-through Grant Part-B to off-set the total cost of this position. Attached is a copy of the job description which further highlights the task(s) of this position. Thank you for your attention to this request. I look forward to this position becoming a permanent part of the office.

C: Personnel Committee

Attachments

TITLE :

SPECIAL SERVICES CLERK

QUALIFICATIONS :

- a. Sixty (60) credit hours of College or higher with clerical experience course work and/or equivalent experience.
- b. Shall be able to use computer programs such as Excel and Word.
- c. Shall be able to work with computerized accounting systems.
- d. Shall be skilled in special services with working knowledge.
- e. Shall use standard English in oral and written communication.
- f. Shall possess a broad understanding of office procedures and operation of common equipment and machines.
- g. Shall possess excellent filing skills.
- h. Shall be able to relate to all people in a positive manner.

Health examination for new employee part-time or full time:

- 1. Chapter 122 Article 24-5 of the Illinois School Code mandates that School boards shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis. Such evidence shall consist of a physical examination and a tuberculin skin test and, if appropriate, an x-ray. The cost of such examination shall rest with the employee.
- 2. Prior to employment, all non-certified personnel must have a physical examination.

REPORTS TO:

Director of Special Services

JOB GOALS:

To perform special services functions necessary for State of Illinois special education entitlement reporting and reimbursement. Contribute to the efficient operations of the Office of Special Services

PERFORMANCE RESPONSIBILITIES :

- Transfer iPoint database information to and from PowerSchool database
- Monitor IEPs and special education paperwork for compliance errors and consult with Special Services staff regarding aforementioned errors.
- Report compliance errors to Director of Special Services and/or his/her designee when special services staff fail to correct compliance errors.
- Maintain an accurate record of Time and Effort Log monthly
- File Individualized Education Plans (IEP), 504 student information and related reports and documents.
- Performs any and all reasonable duties as determined by the Director of Special Services.
- Maintain iPoint and Medicaid database

TERMS OF EMPLOYMENT:

Works 12 months. Salary shall be established by the Board of Education after consideration of the Superintendent.

EVALUATION :

Evaluated annually by the Director of Special Services

APPROVED BY BOARD OF EDUCATION ON: