



SCAPPOOSE SCHOOL DISTRICT 1J  
33590 SE High School Way  
Scappoose, OR 97056



## POSITION DESCRIPTION

### **PROGRAM SPECIALIST - Special Education**

Revised Date: October 2019

**Range Assignment: 12**

#### **Qualifications:**

- High School diploma or equivalent
- High degree of organizational skills
- Accurate typing and computer skills
- Ability to operate a variety of office machines

**Reports to: Director of Student Services/Special Programs**

**Job Goal:** To establish and maintain a well-organized system and procedures designed to give maximum service to the staff, students and public

#### **Performance Responsibilities (essential job functions):**

- Performs a wide variety of secretarial and clerical duties for administrative personnel, teachers and support staff assigned to a school
- Schedules appointments/meetings for Special Education process
- Composes routine memos and correspondence from brief verbal instructions or notes
- Prepares, distributes, and maintains records of numerous reports, correspondence, memos, minutes, surveys, schedules, calendars, referrals and procedures
- Types a variety of reports, records, and other materials, including letters to parents
- Processes restraint and seclusion reports and submits corresponding state report
- Operates a variety of office machines and gives assistance to staff members in the use of these machines
- Maintains confidentiality in dealing with student/staff members/parents
- Adheres to all district health and safety guidelines, including all precautions of the Bloodborne Pathogens Exposure Control Plan
- Is punctual and maintains regular attendance
- Performs related duties as required

#### **Physical requirements for essential responsibilities:**

In a work day, employee may sit 3-6 hours; stand/walk 1-4 hours; may use hands for repetitive single grasping and fine manipulation. May need to bend, squat, climb stairs occasionally, and lift up to 35 pounds.

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

N/A – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

<b>Physical Requirements</b>	<b>N/A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing	X				
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation					X
Using foot control	X				
*Pushing/pulling Max weight: 40 lbs			X		
**Lifting/Carrying Max weight: 40 lb			X		
*items typically moved: chair, table, box					
** Items typically lifted: paper, book, binder, text books					

**Terms of Employment:**

Probationary period as noted in Bargaining Agreement. Salary and work year according to current schedule. Performance of this position will be evaluated in accordance with the Collective Bargaining Agreement.

I have read and understand the above position description and understand its contents.

I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations. If I require

accommodations in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodations.

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_