



Due Process Office Paraprofessional

Department: Assigned School

Supervisor: Building Principal

Contract: Student days plus 1 week after

Status: Non-Exempt (Union)

Position Overview & Responsibilities

Responsible for general due process and clerical tasks in school special education office.

- Provide clerical assistance to certified employees related to due process documentation and procedures, including maintenance of accurate records, schedules, and databases.
- Process incoming and outgoing mail and other correspondence related to due process documentation and procedures.
- Assist certified special education staff with scheduling of meetings and related correspondence.
- Maintain accurate databases for Third Party Reimbursement reporting, and assist employees with data entry in SpedForms.
- Assist students, employees, and visitors with inquiries regarding general information pertaining to special education programming, and refer questions to appropriate personnel when necessary.
- Provide accurate data with confidentiality from maintained documents.
- Monitor, organize, and maintain student special education cumulative records.
- Attend meetings, workshops, and training sessions as directed by supervisor.
- Perform other related duties as assigned.

Requirements & Qualifications

Requires a high school diploma or equivalent (GED). Excellent computer, communication, and interpersonal relationship skills necessary. One year of clerical experience preferred.

Equal Employment Opportunity Employer

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