

Exceptional Student Education Compliance - Clerical Series - Level III (12 Month)



Position Title: Exceptional Student Education Compliance - Clerical Series - Level III (12 Month)

Location: ESE Compliance Division

Salary: \$16.03 - \$19.08 (Hourly)

Reports to: ESE Compliance Program Director

Bargaining Unit: Detroit Association of Educational Office Employees (DAEOE)

Benefits Eligible: Yes

In accordance with the Agreement between Detroit Association of Educational Office Employees (DAEOE) and the Board of Education of the School District of the City of Detroit, the following vacancy is announced.

Position Summary:

The clerical staff member is full-time, year-round and responsible for maintaining special education files for the district's Exceptional Student Education (ESE) population. The clerical staff position processes internal and external records requests for the ESE department.

Minimum Qualifications:

- Possess an Associate Degree.
- Three (3) years clerical experience performing complex work tasks.
- Knowledge of school operations, policies, regulations and procedures.
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- Ability to process requests for records from outside school systems/agencies within the prescribed time period (24 hours).
- Must possess ability to maintain a high level of confidentiality.

- Proficient in Microsoft Office Suite, Excel, PowerSchool and related software.
- Ability to prepare/draft documents and spreadsheets; and

- Personal alignment with the District's mission, vision, and core values.

Essential Functions:

1. Maintain special education files for students with disabilities including but not limited to organization of files, related services files, individualized education plans (IEP), and evaluation team reports.
2. Maintain paper records in file room to ensure folders are in appropriate drawers for active and withdrawn students.
3. Utilize the Student Information Systems to locate and process ESE records request.
4. Assist with organizing records, maintaining of ESE folders/other permanent records assigned while protecting confidentiality of student records and information.
5. Prepare and process ESE record requests from Detroit and other school districts.
6. Function as part of a team of office professionals.
7. Communicate effectively and timely with Program Director and/or designated staff.

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8. Perform other clerical duties as assigned by supervisor.

Security Clearance:

Internal Applicants

If you are a current Detroit Public Schools Community District employee, you do not have to submit to a new security clearance, unless your new role requires a different type of criminal background check.

External Applicants

In alignment with Michigan law, if you are hired to fill a position, you will be required to submit to a Detroit Public Schools Community District criminal background check. Information regarding required background checks will be shared at point of hire.

Method of Application:

Applicants must apply through the online application system. Only applications submitted through the online application system will be considered for any posted position and all applications require a resume to be considered.

Successful candidates are required to submit official transcript(s) at point of offer to hire. Teaching service outside of the Detroit Public Schools Community District must be verified by the applicant's prior employer(s) prior to hire. It is the applicant's responsibility to provide all documentation (including copies) as requested.

Applicants requesting assistance during the application process should contact the Office of Human Resources via email at recruitment@detroitk12.org or phone at (313) 873-6897.

DPSCD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, height, weight, citizenship, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions. Questions? Concerns? contact the Civil Rights Coordinator at (313) 240-4377 or dpscd.compliance@detroitk12.org or 3011 West Grand Boulevard, 14th Floor, Detroit MI 48202.

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