

Request to Place an Item on the AgendaName: Kim JusticeAddress: 205 Airport RdTelephone number: 270-265-2436

Name of school children attend, if applicable: _____

Group represented: _____

Check if request was submitted to: ☐ Superintendent ☐ Board Chairperson

Conferred with following administrators (names): _____

Description of Issue: _____

Specific Action Requested: Approve the creation
of a part-time, 40 day,
special education account clerk
position to be paid 50% from
preschool and 50% from special education.

Check if you are: ☐ Board Member ☒ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06

Part-Time Special Education Account Clerk Job Description

Preschool

- Draft preschool special education reports.
- Send monthly reminders for re-evaluations and annual reviews.
- Format documents to upload into IC for staff to use.
- Create ad hocs in IC and run caseload summaries to review dates of testing.
- Assist staff with enrollment or IC issues.
- Score protocols.
- Assist with planning, organizing, and conducting quarterly preschool screenings.
- Assign classrooms/students in Work Sampling.
- Assist with verifying KEDS data 3 times per year.
- Assist with collecting data for Preschool Performance Report.

Special Education

- Draft special education multidisciplinary reports.
- Ensure that all necessary documents are in the testing folders
- Score protocols.
- Format forms that need uploading in IC for staff to use.
- Run and send monthly reminders of all testing and annual reviews that are due.
- Assist with Child Count Report and SEEK report.
- Run monthly discipline reports and have each school verify to send to the state at the end of the year.
- Assist with End of Year and Indicator 11 and 13 reports.