



P.O. Box 1268
1132 Hickory Street
Colorado City, Texas
www.ccity.escl4.net

PEIMS Clerk/ARD Assistant

West Central Texas SSA

Qualifications: High school graduate or GED

Reports to: Director of West Central Texas SSA

Responsibilities

Knowledge / Skills

- Proficient typing, file maintenance skill
- Effective organizational, communication and interpersonal skills
- Ability to follow verbal and written instructions
- Ability to use software to develop spreadsheets, databases, word processing and file maintenance
- Ability to learn Special Education software used by WCTSSA

Experience

- Three years secretarial experience, preferably in a public education environment.

Expected Activities

- Manages and coordinates required paperwork for ARD meetings and evaluation process.
- Work with SSA Districts in the submission of PEIMS data.
- Completes, monitors and/or forwards pupil data as required

- Participates as a member of district or departmental team in improving service delivery
- Ability to travel to SSA member districts and a Valid Texas Driver's License

Professionalism

- Follows policies and procedures of West Central Texas & Districts' Served
- Demonstrates knowledge in field including current issues and trends
- Demonstrates professionalism (flexible, adaptable, uses good judgment, acts appropriately and ethically, child centered, treats others with respect and dignity)
- Demonstrates continual assessment of individual program effectiveness and responds professionally to feedback
- Participates in professional growth activities
- Actively participates in the staff evaluation process
- Dresses appropriately
- Treats others with respect and dignity
- Maintains a clean work area

Salary

- Per Experience

Benefits

- TRS, Health, Life, Dental, Vision, and Disability Insurance available. \$400 contribution towards health insurance

Travel

- Reimbursed for travel to district(s)