

Student Program / Placement Processor

Position Details

Class Code: 0280

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, researches and identifies program placements for students with self-contained Individualized Education Programs (IEPs.)

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Utilizes multiple sources of information to determine geographic placement of students in self-contained special education programs, according to guidelines established by the Individuals with Disabilities Education Act (IDEA), Nevada Administrative Code (NAC), Clark County School District, and division policies.
2. Reviews IEPs, researches and locates specialized programs that will meet students' specific needs as identified in IEPs, considers program capacities, and evaluates transportation needs.
3. Enters student data into self-contained program placement database; utilizes the Compass computer program when scheduling transportation for students.
4. Communicates with the Transportation Department designee to monitor online data management and evaluation tool entries to ensure runs/routes and prevent conflicts, if transportation is required.

5. Notifies Transportation Department of all transportation-related special needs identified in student IEPs.
 6. Manages parent/guardian telephone calls regarding student program placement, as well as calls with Clark County School District personnel such as Special Educational Instructional Facilitators, Registrars, School Clerks, and school/division-level administration.
 7. Maintains confidentiality related to student, parent, school, and District information.
 8. Understands/implements NAC requirements regarding program caseloads and class sizes.
 9. Notifies schools of student placements and transportation services.
 10. Interprets medical/legal terms and District procedures, policies, and regulations as they relate to student IEPs.
 11. Prepares and maintains reports applicable to program needs.
 12. Researches and compiles information/data for statistical reports; checks and tabulates statistical data.
 13. Reviews IEPs weekly; reconciles discrepancies and verifies mileage and/or existing transportation runs.
 14. Maintains/updates computer database to compile, track, store, and retrieve information; prepares reports for specialized programs and student placements.
 15. Maintains accuracy when entering data.
 16. Receives and processes student address changes.
 17. Conforms to safety standards, as prescribed.
 18. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Researches and identifies appropriate program placements for students with self-contained IEPs.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of computer operations and software applications related to assignment.
2. Knowledge of business machines and office equipment.
3. Knowledge of IEPs, school registration processes, data entry, and reports.
4. Ability to learn and apply medical/legal terms related to assignment.

5. Ability to learn online data management and evaluation tools for data entry.
 6. Ability to interpret and explain written and verbal instructions, practices, and procedures.
 7. Ability to interpret and apply District/department practices, procedures, policies, and regulations.
 8. Ability to speak professionally to individuals when relaying information.
 9. Ability to maintain confidentiality of information.
 10. Ability to communicate clearly and concisely, both verbally and in writing.
 11. Ability to meet predetermined deadlines.
 12. Ability to research and compile data for reports.
 13. Ability to file and maintain records.
 14. Ability to recognize and understand limits of authority.
 15. Ability to plan, organize, and prioritize assignments.
 16. Ability to work cooperatively with employees, students, parents, and the public.
 17. Ability to recognize and report hazards and apply safe work methods.
 18. Ability to identify when situations require supervisor/administrator assistance.
 19. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Three (3) years' experience involving records/database management; or, 36 credit hours in business-related or core subjects from an accredited college/university.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Knowledge of IEPs and technical terminology (legal and medical) related to special education services.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.

2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 3. College transcript(s) from an accredited college/university, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities – schools and department offices.

Work Environment

Strength

Sedentary/light - exert force up to 10 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/22/23
- Created: 04/13/00