



Pegasus School of Liberal Arts & Sciences

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www.pegasuscharter.org

Special Populations Clerk

Job Details

- **Job ID:**
- **Application Deadline:** Posted until Filled
- **Posted:**
- **Starting Date:** August 1, 2024
- **Position Type:** Full-time
- **Positions Available:** 1

Job Description

Academic Program

1. Support Special Populations Manager in organizing and implementing instructional materials that are used to evaluate and identify Special Education and EB/ESL students.
2. Inventory and provide Special Populations Manager with the needed items for the department.

Culture and Climate

3. Collaborate and support all staff as needed.
4. Participate in professional development as requested.

Student, Parent Outreach

5. Communicate with parents as needed to share program-related information.

Administrative and Procedural

6. Schedule and manage ARD meeting appointments with parents and pertinent staff to ensure deadlines and timelines are being met.
7. Requesting documentation through the TRex system and/or eSPED to ensure rapid and adequate placement of EB/ESL and Special Education students.
8. Collaborate in correct PEIMS coding as needed.
9. Following with contractors' invoices and submitting them to accounts payable.
10. Coordinate and inform service providers of upcoming evaluations and ARD meetings as needed.
11. Coordinate with the Special Populations manager to accommodate service providers in an area for testing and evaluation.
12. Cover for general education teachers to allow them to attend ARD meetings as needed.
13. Coordinate with parents to collect and sign SPED documents as needed, for consent and other procedural documentation.
14. File and retain documentation following state and federal applicable laws for Special Education students.
15. Maintain confidentiality and secure documentation of every special education and EB/ESL student.
16. **Perform all other tasks and duties as assigned.**



Equal Opportunity Employer

Pegasus School of Liberal Arts and Sciences is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Job Requirements

- Demonstrated general knowledge of curriculum and instruction specific to the EB/ESL and Special Education programs.
- A minimum of two years of Bilingual/ESL and Special Education program management experience.
- Demonstrated ability to exercise considerable and sound judgment to instruct students and manage their behavior, under the general direction of the campus director.
- Demonstrated flexibility to cope with the challenges of a rapidly changing world.
- Demonstrated willingness to remain current with the latest developments in the profession.
- Citizenship, residency or work visa required
- Must be eligible for hire. A criminal history record check will be conducted.
- Fingerprinting is required.

Contact Information

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