<u>Job Title</u>: Special Education Grant and Compliance Assistant

<u>Job Description</u>: The person hired for this position will work with the director of special education as well as the school psychologists in making sure all data, timelines, and related materials for special education is completed accurately and within required guidelines to providing funding and expected compliance with state and federal agencies. This person for this position will need a very strong understanding of special education rules, categories of services, and the IEP process. In addition, being able to enter data or troubleshoot problems, across state databases (IIEP, STN) and local ones (CLSI, IC), will be required. Interpersonally, this individual will need to be able to communicate and follow through on expectations with others in a positive way, be able to diffuse others if upset, be highly organized, timeline driven, and be detail orientated.

<u>Essential duties/responsibilities</u>

- Input and complete special education data in Infinite Campus to complete state required reports.
- Completion of the SE, EV, TR, and PS reports for state grant compliance.
- Assist in monitoring and collecting data for 11 state compliance indicators for special education
- Review IEPs for transition compliance.
- Schedule testing, feedback sessions, parent meetings, and staffing according to state guidelines.
- Monitor data entry for consistency across STN, IIEP, CLSI, and IC databases.
- Be able to walk through an IIEP and assistant staff in completing IIEPs.
- Monitor IIEP for compliance and help collect information for
    - State required due dates for initial evaluations
    - Case conferences
    - FBA/BIPS
    - reevaluation dates
    - signature pages
    - Special education referral forms from both school and student guardians.
- Work with local agencies in providing services for students as well as protecting confidentiality
- Essential filing, organizing of materials, scheduling, and communication.

<u>Job qualifications</u>

- Have a strong understanding and experience in IIEP, STN, CLSI, and various school databases.
- Strong understanding of Article 7, special education categories, and essential points in IEPs.
- Proficiency with Microsoft Word, Microsoft PowerPoint, and Microsoft Excel.
- Proficiency with Google Documents, Google Sheets, and Google Slides (preferred).
- Must have the ability to work consistently on the computer, understanding database mistakes, and problem-solve conflicts within databases
- Bachelor's degree in relevant field required, although individual with a high school diploma and experience in special education administration will be considered.

<u>Salary</u>: This will be a salary position, with pay based on experience and knowledge base