

**Roswell Independent School District
Job Description**

Job Title: INFORMATION SPECIALIST (IDEA)

Reports To: DIRECTOR AND COORDINATOR OF SPECIAL SERVICES

General Job Description:

Under the general direction of the Director and Coordinator of Special Services, assure accurate mandated student count for special education and perform duties necessary to ensure compliance with all District, State and Federal special education regulations, policies, and procedures.

Essential Duties and Responsibilities:

1. Perform duties for special programs reporting systems including monitoring, verification, and correction of data to assure data integrity, maintain records for student data in the special programs data platforms.
2. Perform duties for STARS reporting system including staff file maintenance, waivers, and verification of accurate data and submission of required reports.
3. Perform duties to maintain the special programs platforms including setup, provide training, development of user manuals, and assure data integrity.
4. Provide all necessary training and coaching for department data entry staff.
5. Monitor department data entry staff to assure data accuracy and timeliness.
6. Adhere to state and federal reporting deadlines and submit the District reports (40, 80, 120, 180 day reports).
7. Serve as District liaison with the New Mexico Public Education Department (NM PED).
8. Complete District-mandated student enrollment data input (20, 60, 100, 140, 160 day internal reports).
9. Develop in-service trainings as needed for District employees and/or updated software or report programs used by the District.
10. Collaborate with Director and Coordinator of Special Services to determine projections for staffing for the ensuing year using student enrollment counts.
11. Assure Individual Education Plan (IEP) compliance and IEP evaluations in collaboration with the Director and Coordinator of Special Services.
12. Maintain communication and documentation of incoming initial testing with Student Assistance Team (SAT) coordinator, Coordinator of Special Education and all Special Education Evaluators.
13. Ensure compliance with all necessary steps of the evaluation process and adhere to timelines.
14. Communicate with all department staff regarding compliance with District, State and Federal regulations and due dates to ensure timely and accurate reporting.
15. Ensure compliance with the Department of Education State Performance Plan (SPP) Indicators required by Office of Special Education Programs (OSEP).
16. Maintain confidentiality with sensitive matters.
17. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
18. Report to work on time and work no less than 7 hours per day.
19. Work independently with very little supervision.
20. Utilize technology and resources to effectively and efficiently manage professional tasks.
21. Other duties as assigned by the Director and Coordinator of Special Services.

Supervisory Responsibilities:

Train and coach department data entry staff and monitor the execution of their daily duties.

Qualifications:

1. Bachelor's Degree
2. Three years' experience in an educational environment.
3. Previous experience with computer systems, including data bases, network software, Excel, Word, Google Docs and Google Sheets
4. Valid Drivers' license and Car Insurance (if traveling from site to site)

INFORMATION SPECIALIST (IDEA) (CONT'D)

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required., unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.
Certified Specialist or Professional Supervisory/Coordinator Positions Salary Schedule.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date