

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Technical Compliance Specialist

**Pay Table:** Support

**Pay Grade:** 5

**FLSA Status:** Non-Exempt

**Job Code:** 567

**Reports to:** Director of Special Education

### **JOB SUMMARY**

Under the very general supervision of the Director of Special Education, the Technical Compliance Specialist assists all levels of the special education staff (coordinators, teacher leaders, teachers, assistants) with the maintenance of required special education files and records. Includes such assistance as teacher and TA training, compliance monitoring and assistance, file/record processing, and technical assistance with computer software.

### **ESSENTIAL JOB FUNCTIONS**

- Provides special education staff with training and assistance relating to special education record/file maintenance and compliance.
- Assists SPED personnel with creating calendars and timeline procedures.
- Assists with training of teachers and special education assistants in all aspects of file/record maintenance and compliance. Includes development and conduct of formal training sessions for special education assistants (3 4 sessions per year).
- Assists MyIDEA manager with training of teachers, assistants and other special education personnel in use of MyIDEA (web based IEP system). Also provides informal instruction in use of other systems such as SCRAM (funding), and Encore (district student record software).
- Assists MyIDEA manager with development and updating of MyIDEA system handbook.
- Prepares procedural forms and checklists used in file/record maintenance. Develops and disseminates time lines to ensure compliance with legal requirements relating to evaluations, reevaluations, IEPs, graduation documentation, transitions, etc.
- Answers questions and responds to requests for information from special education staff.
- Assists director, coordinators and managers with record and compliance related responsibilities.
- Prepares draft memos, correspondence, and newsletters for Director and other administrative staff, addressing issues of compliance concern.
- Verifies accuracy of instructor data input,

- Assists with annual state and federal student counts (e.g., count of severe population for Medicaid funding).
- Researches student files and records to update and locate missing files and supports file transfers.
- Checks student files before submission for Least Restrictive Environment (LRE) committee placement review.
- Assists with State and other audits of records and files. Compiles data as required for the district or government agencies.
- Provides assistance with student grade transitions. Checks and gets school student files in order.
- Coordinates with special educators and acts as liaison between district office and special education staff, assisting with implementation of policies and procedures. Communicates educator issues, needs and questions to Director and Coordinators.
- Oversees publication of TCM Tidbits/Newsletter.

### **MINIMUM REQUIREMENTS**

- High School diploma or equivalent.
- Three (3) to five (5) years of experience with special education.
- Monthly district inservice training and meetings (required after hiring).
- One year experience working in special education environment.
- Valid driver's license.
- User proficiency with MS Office (including Word, Excel, and Powerpoint)

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write and perform basic mathematical calculations.
- Must be familiar with special education files, basic legal requirements, forms and services.
- Must be proficient in basic computer operations, including knowledge of MyIDEA, and Encore. Must be capable of providing technical assistance and support in these areas.
- Requires good interpersonal skills and customer service orientation. Must be able to provide special education staff with technical assistance without direct supervisory responsibility.

### **PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crouching, feeling, fingering, grasping, handling, hearing, kneeling, mental acuity, reaching, speaking, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*

