

LYON COUNTY SCHOOL DISTRICT

Special Education – Data Manager/Coordinator

Job Group: Special Services

Classification: Manager

Terms of Employment: Defined under Manager Employment Agreement (12 Month 264 Days)

FLSA STATUS: EXEMPT

POSITION SUMMARY: Under the general supervision of the Director of Special Services, the district wide Special Education Data Manager/Coordinator develops a district wide system of data collection, analyzes data, and assists the Director in setting district level programs and compliance priorities based upon the analysis; assists with grant writing as it relates to the use of the data collected, develops state and federal reports, and provides training to school staff and parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Manages and maintains a district-wide data collection system that ensures timely and accurate data collection and submission in accordance with state and federal requirements and timelines.
2. Maintains child count data.
3. Manages student achievement data, per site and district-wide.
4. Assists the Director of Special Services in setting school-level priorities in the context of District priorities and student/staff needs.
5. Assist the Director of Special Services in providing and/or facilitate training of staff with regard to the most effective based practices relative to special education compliance and practices.
6. Compiles state and federal compliance data district-wide and per school site.
7. Develops and maintains other data systems as necessary.
8. Assists the Director of Special Services in analyzing Annual Performance Report data and assists in developing improvement plans to improve outcomes for students with disabilities.
9. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and parents.
10. Regular and consistent punctuality and attendance are essential function of the job.
11. Participate in other job-related duties and activities related to the position as assigned.

POSITION EXPECTATIONS:

1. Possess working knowledge of Individuals with Disabilities Act (IDEA), Title III, FERPA, and Section 504.
2. Understanding of district level data collection systems.
3. Knowledge of state and federal reporting requirements.
4. Knowledge of varied characteristics of at-risk students and assessments used to diagnose student with behavioral concerns.
5. Management of files and records.
6. Ability to use counseling techniques to defuse potentially stressful/explosive situations with students, staff, and/or others.
7. Ability to effectively communicate orally and in writing.
8. Ability to work collaboratively with certified and classified personnel.
9. Demonstrate knowledge of different computer programs, such as Excel and PowerPoint, to create presentations of data to interested parties and public display.
10. Ability to travel between sites and work a flexible schedule.

POSITION REQUIREMENTS: Education and Training:

Master’s degree from an accredited college or university in an area relevant to this position

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada teaching license, with an endorsement in a related field (i.e. special education, school counselor, administration, school psychologist, etc.)
2. A valid driver’s license that allows the employee to legally operate a motor vehicle in Nevada.

Experience:

At least 3 years of licensed experience working in a school setting related to this position and which data was collected and analyzed relative to making educational decisions about students and programs.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Medium to heavy lifting (25 to 100 pounds) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Office/Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting	X			
Standing	X			

Walking	X			
Bending/Stooping/ Squatting/Twisting				
Crawling				
Kneeling				
Reaching above of body				
Reaching away from body				
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping				
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work				
Weight Bearings				
Typing, Keyboarding, or Entering Data		X		
Computer Monitor/ CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs	X			
Senses:				
Eyes				
Visually Demanding Work	x			
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States

citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name (Signature/Print)

Date

Supervisor Name (Signature/Print)

Date