

Special Services Compliance Manager

Purpose Statement

This position is done for the purpose/s of providing fiscal management, hiring/staffing of all Special Services staff and supervision and evaluation of special services secretarial team. This position ensures compliance of department/program activities with financial, legal and administrative requirements; ensuring processing of district/state/federal reports; supervises others and has budget authority over department expenditures.

Essential Functions:

- **Administers** development and expenditures of Special Education budget, which includes oversight of account balances, staffing and related financial activity
- **Verifies** accuracy and ensures that allocations and expenses are within special education allocations and meets both state and federal guidelines
- **Lead Communicator** with district staff and public for the purpose for providing information on District policies, regulations, collective bargaining agreements, procedures, programs and guidelines.
- **Composes and prepares** evaluations and discipline
- **Reviews** strategies and develops proposals for the purpose of conveying information to district negotiation teams
- **Oversight and authority regarding** department processes and procedures
- **Develops and prepares** Board Policies and Regulations with appropriate district personnel
- **Addresses**, troubleshoots, and seeks to resolve conflicts between staff members or situations involving staff and members of the public that are often including matters of a sensitive or confidential nature.
- **Manages** position requisitions, FTE and creates/maintains individual building and program staffing sheets
- **Ensures** district compliance with established financial, legal, and/or administrative requirements (i.e. evaluations, safety net, OSPI reporting, staffing, etc.)
- **Direct Oversight/management of** district agreements for District revenue which includes the creation of interdistrict agreements for Board approval; coordinates with other districts and departments to ensure neighboring districts are being billed accurately.
- **Supervises and evaluates** the performance of program secretaries consistent with District policies, rubrics, and workplace expectations; coordinates support for special projects; determines priorities; provides technical assistance and resolves conflicts.
- **Works** closely with Special Services administrators for the purpose of resolving issues in regard to compliances with legal regulations, policies or collective bargaining agreements.
- **Leads** professional development, technology upgrades, etc.
- **Serves** as a backup for the Special Services Director(s) for the purposes of maintaining department efficiency and effectiveness in their absence.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

- Advanced knowledge and skills with automated business systems, Microsoft Office application, abilities to work with third party software, internet and email programs
- Advanced knowledge of general accounting, payroll, and auditing procedures
- Advanced knowledge of rules and regulations governing school staffing
- Proficient knowledge of special programs reporting
- Advanced ability to accurately perform complex mathematical calculations
- Ability to maintain confidential and sensitive material and information
- Ability to take initiative, work independently, and effectively manage multiple projects

- Ability to supervise, lead and motivate assigned staff and provide training
- Ability to work effectively and maintain a positive leadership culture in support of the district's strategic goals, while under pressure
- Demonstrated proficiency in oral and written communication
- Ability to lead understand/explain and ensure compliance with district hiring practices and procedures
- Ensure compliance with federal, state, local laws, regulations, and policies that govern public school district special programs
- Demonstrate strong skills to interpret and integrate laws/enhancements and bargaining agreements
- Establishes district priorities and deadlines for department with special services administrator, and ensures compliance for all staff
- Ability to work with a wide diversity of individuals, work with variety of data, and variety of other staff members in other departments
- Required to perform multiple, technical tasks with a need to continually upgrade skills in order to meet changing job conditions

Working Environment

Office/business setting; requires visual and mental concentration on high volume of detail; computer operation requires dexterity and precision; required to sit for prolonged periods; experiences interruptions and inflexible deadlines; required to deal with distraught, frustrated, and angry people. Teamwork and high productivity requirements create frequent extra hours days and weekends. There is limited supervision, developing practices and/or methods; leading, guiding, coordinating and/or supervising others; continual opportunity to significantly impact the organization's services and operations.

Education and Experience

Bachelor's degree or Associated of Arts Degree in human resources or business administration and/or five years of successful lead or supervisory experience required. Previous special programs or human resource experience within a K-12 school district required. BusinessPlus experience preferred.

Required Testing

Successful completion of required tests

Certificates & Licenses

Continuing Educ./Training

Criminal Justice

Clearances

Fingerprint/Background Clearance