The Exceptional Student Services Specialist performs confidential specialized duties requiring significant understanding in their area of assignment in order to support with daily operations of the district. Areas of assignment may include support of departmental operations, customer service, accurate record keeping, or other areas as assigned.

Chain of Command
The Exceptional Student Services Specialist reports to the Director of Exceptional Student Services.

Competencies of the Exceptional Student Services Specialist
The Exceptional Student Services Specialist should possess the following:

- Exceptional written and verbal communications skills
- Strong organizational and time management skills
- Strong customer service skills
- Knowledge of relevant federal and state law as pertinent to public education as well as District policies and guidelines
- Proficiency with various software tools, such as Microsoft Outlook, Word, Excel, and Adobe Acrobat

Essential Duties of the Exceptional Student Services Specialist
The Exceptional Student Services Specialist performs the following duties, including, but not limited to:

- Under direction of the Director of Exceptional Student Services, support with the operations of the Exceptional Student Services department as assigned.
- Schedule interviews and complete confidential reference checks
- Facilitate the ordering of supplies
- Maintain accurate records of mandatory special education processes
- Interpretation of district policies and procedures
- Collaboration with other Exceptional Student Services team members to support the overall operation of the Department and support the needs of schools and departments
- Performs other duties of a similar nature and level, as assigned

Minimum Qualifications
High School Diploma or GED and two years of specialized experience related to the area of assignment are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements

- AZ Driver's License
- AZ IVP Fingerprint Clearance Card

Date Revised
10.5.2020