

Birmingham Community Charter High School

Special Education Compliance and Data Manager

Title: Special Education Compliance and Data Manager
FLSA Status: Non-Exempt
Reports to: Site Administrator and Special Education Director
Supervises: General supervision is exercised over Special Education Clerical Office Staff

Definition

Under the direction of the Site Administrator and Special Education Director or designee, oversees the function of the Special Education Office and coordinates with select staff to maintain Special Education data reporting, compliance, and accountability.

Essential Duties and Responsibilities

- Manage daily office operational needs and set-up
- Partner with the Special Education administrator to maintain and enforce office policies and Special Education compliance tasks
- Support the school in monitoring and ensuring special education compliance
- Establishes priorities and acts as liaison with school staff regarding the operation of the IEP computer operation system (Welligent).
- Designs and implements office policies by establishing standards and procedures
- Completes operational requirements by scheduling and assigning employees; following up on work results
- Creates, modifies and monitors special education student records in Aeries Student Information System, Welligent, and other databases
- Coordinates with the testing administrator to ensure SPED students receives IEP entitled accommodations and supports on state and schoolwide assessments
- Prepares, reviews, and processes daily Individual Education Program (IEP) outcome reports and other data from various systems and databases
- Extracts, disaggregate, and prepares data to meet Federal, State, and District mandates including CDE Special education monitoring and CALPADS.
- Maintains office staff by orienting and training Special Education clerical staff
- Oversees the daily operations of the Special Education office clerical team
- Evaluates the job performance of employees in subordinate classifications in consultation with certificated staff
- Monitors the job performance and supports the Special Education administrator in the implementation of progressive discipline for subordinate classified staff
- Tracks IEP compliance in both Welligent and Aeries
- Assists Special Education Administrator in locking IEPs on Welligent
- Facilitates middle school outreach and transition for incoming 9th grade students
- Acts as a liaison for all transportation of Special Education students
- Provides support for parents through campus tours, outreach, tours of transition programs, and addressing concerns
- Serve as administrator designee at IEP meetings
- Acts as a liaison for students placed in LAUSD or other charter school as a fee for service, NPS and/or RTC
- Assist with District Validation Review (DVR), Extended School Year (ESY), School Site Review (SSR), and any other Special Education compliance reviews by LAUSD or the CDE
- Supports the Director in managing LAUSD SELPA duties and tasks
- Supports the Director in processing Special Education invoices
- Other duties and responsibilities as assigned

Qualifications:

- Understands the functions, uses, characteristics, and operations of office computer systems and peripheral equipment
- Strong oral and written communication skills
- Familiarity with Aeries or other student information systems including running queries
- Proficient in Microsoft Office Suite: Access, Excel, Word, PPT
- Interpersonal skills such as tact, patience, and courtesy
- Familiarity with office practices and procedures
- Strong record-keeping and report preparation techniques
- Extensive knowledge Special Education policies, procedures, and laws.
- Experience using Welligent, and deep knowledge of all special education required reports and compliance requirements.
- Familiarity with the basic operations, services, and activities of special education programs including the IEP planning process and continuum of program options.
- Principles and procedures of program assessment and evaluation.
- Pertinent federal, state, and local laws, codes, and safety regulations.

Ability To

- Supervise staff
- Multi-task
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Understand and relate to students with special needs
- Establish rapport and work effectively with others
- Determine appropriate action within clearly defined guidelines
- Meet schedules and time lines
- Work independently with little direction
- Present technical concepts and procedures clearly and concisely
- Assess and evaluate program effectiveness and analyze for compliance.
- Understand and interpret pertinent State Education and Administrative codes, policies, and procedures.
- Interpret technical materials and follow operating instructions
- Work under pressure of deadlines

Education

- Graduation from high school or evidence of equivalent educational proficiency.
- Graduation from an accredited four-year college or university with a bachelors degree
- Coursework in education, special needs development, child psychology or a closely related field.

Experience

Three years of paid experience working in an office environment with at least two of those years in Special Education

Experience with data entry in various databases, including at least one year of experience using Welligent, Special Education Information System (SEIS), or Aeries.

Physical Demands:

- Dexterity of hands and fingers to operate equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and observe students.
- Sitting or standing for extended periods of time.
- Contact with dissatisfied or abusive individuals.

- Some positions may require the use multi-person lifting techniques and the use of mechanical lifting equipment to lift or move pupils who weigh in excess of 50 pounds.
- Some positions may require to safely provide physical support to pupils of any weight to assist in their movement.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date