ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: **Special Services Coordinator: Operational Support**	**Department / Building:** Special Services/Transportation
Reports To: Director of Special Services, Assistant Director of Special Education, and Transportation Supervisor	**FLSA Status: Non-Exempt**
Grade / Subgrade:	**Bargaining / Work Unit:** Support Staff
Duty Year: **260 contract days**	**Position Last Updated:** 03-25-2025

SECTION II: JOB SUMMARY

Responsible for providing coordination and support for the billing and employment verification of district special services, including purchasing, fund expenditure tracking, interfacing with human resources and payroll, professional development support, and general administrative support for the special services department. In addition, this position will support the district transportation supervisor with the necessary coordination and communication of special education transportation paraprofessionals. The special services office coordinator of business and personnel plays a pivotal role in creating & sustaining an effective, accurate, and ethical business environment, focused on stakeholder service, and assures compliance with state and federal laws, practices, and procedures.

The position primarily reports and operates under the direction of the Director of Special Services and will report to the Transportation Supervisor to the extent necessary to provide support with respect to special services transportation as this need will fluctuate at different times of the school year.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	**Statement of duty/responsibility:** Federal and State Compliance - Special Education Funding and Expenditures Procedures
Percent of Time	50%	

Tasks involved in fulfilling above duty/responsibility:

- Coordinates and assists with managing special education funding documentation involving federal, state, and MA/Third Party revenue sources consistent with MN Department of Education procedures including UFARS and SEDRA.
- Assists Directors of Special Services and Business Services with establishing and providing proper purchasing and procurement procedures and forms.
- Collaborates with Business Services and Director of Special Services to make sure expenditure reports are accurate and timely.
- Coordinates special education purchasing requirements (state, federal, and third-party budgets) and ensures accurate coding of expenditures; generates purchase orders in district system and assists site administrative assistants with proper purchasing procedures within special education.
- Assists Director of Special Services and outside collaborating agencies with Third Party Billing requirements.
- Verification of special transportation services; reconciling invoices from the transportation company.
- Collaborates with district assistive technology specialist to maintain device lending library.
- Purchases, tracks, and maintains special ed purchased equipment in accordance with MDE's guidelines. Maintains special ed equipment inventory in accordance with MDE's Equipment & Asset Requirements; performs end of year equipment inventory checks.

Duty/Responsibility #	2	**Statement of duty/responsibility:** Personnel Coordination
Percent of Time	20%	

Tasks involved in fulfilling above duty/responsibility:

- Collaborates and works closely with the director of special services, assistant director of special education, and building principals in tracking special education hiring and personnel actions.
- Collaborates with Principals, HR, and Special Education Administration to track licensed and non-licensed special education postings, requisitions to hire, and licensure.
- Maintains record of licensed and non-licensed special education staff, including disability codes for SEDRA and annual STAR reporting.
- Assists Directors of Special Services and Business services with Time and Effort documentation for special education personnel.
- Maintains independent contracted service agreements, process invoices, payments, and maintain records.
- Assists with staff development initiatives including processing staff development/professional growth requests, registrations, expense claims, tracking of funds, and ordering of materials.

Duty/Responsibility #	3	**Statement of duty/responsibility:** Special Transportation Operational Support
Percent of Time	20%	

- Collaborates and consults with Employee Services and Transportation Supervisor in regards to staffing of special transportation paraprofessionals.
- Provides administrative support for the District Transportation Supervisor with respect to the operational coordination and assignments of special education transportation.
- Assists District Transportation Supervisor as needed with identifying the applicable routes and hours for transport positions and job postings.
- Coordinates training of special transportation paraprofessionals.

Duty/Responsibility #	3	**Statement of duty/responsibility:** Administrative Support
Percent of Time	10%	

Tasks involved in fulfilling above duty/responsibility:

- Provide clerical support of a confidential and non-confidential nature for the Director of Special Services, Assistant Director of Special Education, and special services district office, including general maintenance of files, correspondence, announcements and publications, and special education hiring and onboarding.
- Assists Director of Special Services with health services staffing and training requests.
- Extended School Year (ESY): provide clerical support to supervisors and staff with program scheduling, notices, timesheets, supplies.
- Coordinate the purchase of office supplies, including computer and copy machine supplies, office supply inventory, office furniture and equipment repair requests.
- Create annual flex calendars for employees and maintain in collaboration with Director and Assistant Director.
- Perform other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

This position requires an ability to work independently under the direction of the director of special services as well as with coordinators, directors, and principals across several buildings and departments.

- Ability to maintain confidentiality and professionalism.
- Ability to work effectively in teams and function collaboratively across departments internally

and with external partners.
- Ability to multitask and prioritize workload.
- Ability to follow written and verbal directions.
- Strong communication and technological skills.
- Strong organizational, task management, and time management skills.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school diploma or equivalent (GED) required. Post-secondary education in business college or business/financial clerical experience (3-5 years) preferred.

SECTION VI: EXPERIENCE REQUIREMENTS

- Demonstrable work experience in special education clerical and funding support is strongly preferred. Must be proficient in Google workspace apps including Gmail, Docs, Drive, Calendar, and spreadsheets. Must possess strong organizational skills, written and verbal communication skills, and have the ability to work well with diverse groups of people.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands
N = never **/ O =** occasionally (1-33%) **/ F =** Frequently (34-66%) **/ C =** Consistently (67-100%)

Physical		Lifting/Carrying		Exposure to Environmentals	
Standing	O	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	O	Up to 25 pounds	O	Toxic chemicals	N
Sitting	F	Up to 50 pounds	O	Moving parts	N
Talking in person/on the phone	C	Up to 75 pounds	N	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	N	Explosives	N
Hearing	C	More than 100 pounds	N	Fumes	N
Feeling, grasping, finger dexterity	C	**Noise Levels**		Extreme cold (non-weather)	N
Climbing, balancing	N	Quiet (i.e. private office)	F	Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	N
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	**Sight**	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Distinguishing smell	N			Looking at computer monitor	F
Distinguishing temperature	N			Color vision (identify and distinguish colors)	F
Traveling by automobile	O			Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.