



ST. MICHAEL - ALBERTVILLE SCHOOLS

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POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Special Services Coordinator: Student Data and Reporting	Department / Building: Special Services/District Office
Reports To: Director of Special Services & Assistant Director of Special Education	FLSA Status: Non-Exempt
Grade / Subgrade:	Bargaining / Work Unit: Support Staff
Duty Year: 260 contract days	Position Last Updated: 03-15-2025

SECTION II: JOB SUMMARY

Responsible for providing coordination and support for the student data management of district special services, including special education, Section 504, homeless/McKinney Vento Act services, and general administrative support for the special services department. The special services office coordinator of student data and reporting plays a pivotal role in creating & sustaining an effective and accurate student records environment, focused on confidentiality, and assures compliance with state and federal laws, practices, and procedures.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	Statement of duty/responsibility: Federal and State Compliance - Student data and records
Percent of Time	60%	

Tasks involved in fulfilling above duty/responsibility:

- Coordinates and assists with managing special education due process documentation involving federal, state, and MA/Third Party requirements consistent with MN Department of Education procedures. Serves as department leader for special education due process paraprofessionals.



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- Coordinates and assists with managing Section 504 due process documentation involving federal and state requirements consistent with MN Department of Education procedures.
- Serves as system administrator of electronic student data management platform (*SpEdForms*) for special education and Section 504.
- Assists Director of Special Services with establishing and maintaining written procedures and forms to facilitate due process compliance in special education and Section 504. Updates and maintains electronic special education procedures manual in collaboration with Assistant Director of Special Education.
- Assists Director of Special Services with establishing and maintaining written procedures and forms to facilitate district compliance under the McKinney Vento Homeless Assistance Act.
- Coordinates special education tuition agreement processing in collaboration with the district MARSS coordinator. Collaborates with district MARSS coordinator to ensure accuracy of Child Count reporting in special education.
- Manages district-level student record requests for special education, Section 504, health services, and McKinney-Vento. Assists site administrative assistants with accurate and timely updates to student records in accordance with MDE special education and Section 504 guidelines.
- Assists Third Party Billing specialist with student record retention, reporting, and staff training.
- Receives and ensures accuracy of special transportation requests prior to submission to transportation supervisor and/or transportation company. Submits and maintains special transportation requests and records for students. Facilitates communication of student needs on transportation to relevant stakeholders.

Duty/Responsibility #	2	Statement of duty/responsibility: Federal and State Compliance - student data reporting
Percent of Time	30%	

Tasks involved in fulfilling above duty/responsibility:

- Updates data required for state and federal reporting according to applicable laws, statutes and rules, in collaboration with the Director of Special Services and Enrollment/MARSS Coordinator.
- Prepares various State and Federal Program reports required by law as requested by MDE.
- Collaborates with Enrollment/MARSS Coordinator to create and maintain a system for tuition agreements between districts, by compiling various data needed to create individual program rates and provide payment to other districts.
- Maintain MARSS student records for special education, ECSE, homebound students, 504 students, homeless students, out of district and non-public students for required reports to MDE.
- Verifies accurate data submitted for annual December 1st child count report.
- Assists with data entry and error correction to meet state MARSS reporting deadlines for fall and end of year reporting.
- Communicates with other districts relative to non-resident special education students' data accuracy.
- Creates a comprehensive list of special education students taking alternate assessments.



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 office, including general maintenance of files, correspondence, announcements and publications, and special education hiring and onboarding.
- Extended School Year (ESY): provide clerical support to supervisors and staff with enrollment, notices, and special transportation set-up.
- Assist Director of Special Services and Assistant Director of Special Education in scheduling and clerical tasks associated with staff evaluation cycles.
- Create annual special education due date calendars 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



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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.