

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Special Education Specialist
Reports To: Executive Director of Special Education

SUMMARY

Provides general support for the Executive Director of Special Education for the District and assists administration and the Board of Education by providing fiscal responsibility, accountability, and administrative support with primary responsibility in the area of Special Education Federal and State Programs and Grants managements.

QUALIFICATIONS/REQUIREMENTS

- High School Diploma or its equivalent required; Bachelor's Degree preferred.
- Experience working with Federal Special Education Programming and finance, preferred.
- Experience in the enrollment process, preferred.
- Ability to work under pressure, with frequent interruptions, and meet deadlines with efficiency and accuracy.
- Independent initiative and decision-making, and ability to maintain confidentiality.
- Detail-oriented with a high degree of follow-through.
- High level of competence in office skills.

ESSENTIAL JOB DUTIES

- Annually prepares and manages the District and Federal Programs annual budget, final expenditure reports, and any other state and/or federal reports required for District Programs managed by the Special Education Department in collaboration with the WSD Finance Dept.
- Prepares applications necessary to secure maximum reimbursement for special education programs (i.e., high need fund, assistive technology grants, and entitlement application).
- Reviews and coordinates the collection and submission of the annual contracts for special education programming to the Board of Education.
- Enters core data into student data system for all special education programs
- Assists in the coordination of and programming for non-public school students eligible for special education.
- Coordinates the arrangements for specialized transportation in collaboration with the WSD Transportation Department
- Assists in the coordination of the district homebound instruction program.
- Maintains a permanent inventory of equipment purchased for special education programs through Federal funding.
- Monitors and records attendance for special education students in contractual placements, homebound and nonpublic programming.
- Assists with coordination of district special education summer programming.

- Attends required Federal and State Program training as needed.
- Assists in any audits related to special education (finance, compliance, etc).
- Assists the Special Education Department in daily, monthly, and yearly tasks.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Executive Director for Special Education.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned, when appropriate.

TERMS OF EMPLOYMENT

The Special Education Specialist shall be employed on a twelve-month basis with four weeks of vacation. Salary for the position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

Revised: 12/23/24