Job Description

MOORE PUBLIC SCHOOLS

Job Title: Special Services Compliance Specialist

Qualifications:

Credentials: None

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience Required: 3 years of secretarial and/or clerical experience in an educational environment. Minimum of 1 year with computer experience using word processing, databases, and spreadsheets. Some school system experience is preferred.

Special Skills, Knowledge, Abilities:

Communication skills (oral, written or business): Basic communication skills to exchange information to give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized/electronic records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division, using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, or instructional material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from manuals or verbal instructions. Such machines include but are not limited to photocopies, FAX machines, CRT/Computers, 10-key calculators, multi-line telephone consoles, and other office machines. Some basic to intermediate-level experience in word processing and spreadsheet software packages is required.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing file system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Typing/word processing at a proficient level to produce documents, letters, briefs, and memorandums with accuracy and efficiency.

Site: District wide, various sites

Reports to: Director of Special Services

Job Goal (Purpose of Position): Performs semi-skilled to skilled secretarial duties under the general supervision to assist in the efficient functioning of the office and to assist the Director or other staff. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion, will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Must be able to elicit necessary information and make important screening decisions for administrative supervisors.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to elicit information, resolve problems, and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following schools dress standards, proper attendance or leave policies, and other work habits concerns, Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions:

- Provide support to Special Services administrative team, special education teachers, and district wide principals.
    - Daily communication with staff throughout all 34 MPS sites, to include ALL SPED staff (teachers, speech paths, OT/PT/COTA), principals & assistant principals, counselors, secretaries.
- Complete state and federally mandated child count for Moore Public Schools Special Services department to account for all special education students. Child count provides a large amount of federal and state funding to the district to be able to accommodate our students and meet their needs. Child count funds help to purchase curriculum/devices, pay salaries for staff, etc.
    - Requires attendance to yearly child count training and open-door Q&A sessions with OSDE.
- Perform state mandated, end of the year data collection to include, number of SPED evaluations and related information, total amount of SPED personnel certified and support, district wide SPED disciplinary information, etc.
    - Requires attendance to yearly EOY training with OSDE.
- Performs and organizes various data reports related to compliance with federal regulation used in the determination of MPS' performance indicators including disproportionality. Performance indicators in special education are considered analogous to test scores and funding.

Special Services Compliance Specialist **(3 of 4)**

- Completes state and federally mandated reports for the Special Services Department. These reports financially support and provide funding for special education programs.
- Implement and perform internal, monthly paperwork audits to ensure the acceptance and validity of legal binding special education documents.
- Inspection of daily paperwork that is provided throughout the year for 6,100+ students. Paperwork sent in by staff was inspected to check for any errors or inconsistencies that needed to be addressed for correction. Provides communication and guidance to staff on paperwork inaccuracies.
- Collects inter-departmental data on eligibility, evaluations, curriculum, materials, assistive technology, and other essential components of special education programming.
- Maintains confidentiality of all personally-identifiable information from special education students within the school system.
- Collaborate with SPED administration to provide information and training to teachers each month through department head meetings or at the beginning of each year for the mandatory welcome back meeting.
- Webmaster for Special Services. Update and maintain information on the MPS Special Services website for easy accessibility to the public.
- Performs ESY responsibilities for the SPED department to include, gathering attending student information, track personnel hiring, write personnel contracts, account for personnel time and effort forms, organize all personnel forms for record keeping purposes, organize student emergency information for easy accessibility if needed during summer sessions, provide transportation with all information to set up for ESY buses, help set up and perform staff meetings/trainings, etc.
- Assist in set up of Purchase Orders, request quotes, submit items to the Board of Education, and purchase supplies, curriculum, materials and technology for the department.
- Create and use Excel spreads to track daily testing stats to be used for end of the year reporting, track paperwork sent back for corrections, and numerous other data collection spreads.
- Maintains Special Services department inventory. Provides technical support to Special Services department, to include minor repair to office equipment and/or submit helpdesk tickets on behalf of. Collects and maintains Special Services devices during summer break to make sure all devices are accounted for and in working condition.
- Maintain all Special Services zz emailing lists as staff turns over.
- Set up new accounts for incoming staff. Ensure they have access to all online platforms necessary to perform their job.
- Performs clerical support functions using Word, Excel, Office 365, and other electronic apps as necessary. Prepares correspondence, reports, meeting agendas, etc.
- Open, log, and distribute mail as necessary in the absence of department secretary.
- Corresponds with Principals, teachers, paraprofessionals to collect documents for compliance.
- Receives and directs phone calls, office visitors, etc.
- Schedules meetings and reserves meeting areas as necessary.

- Must be able to adjust priorities in performing clerical assignments and assisting with minor administrative details and assignments.
- Work with outside agencies and the Oklahoma State Department of Education on reports or for other matters related to special education data, compliance or finance.
- May submit budget applications, LEA Assurances, and other applications in the Grant Management System for special services.
- May handle accounts, distribution of funding, etc.
- Performs other duties as assigned.

Supervisor exercised: None

Physical/Mental Requirements and Working Conditions: Other than those physical/mental requirements included in the essential functions. Must be able to communicate on the phone, via email, or in-person. May on occasion lift boxes of copy paper, equipment, and supplies.

Term of Employment:	251 days
Evaluation:	Performance of this job will be evaluated in accordance with Board Policy.
Salary Category:	Category C

Approved 06/09/2025