



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Special Education Compliance Specialist

Employee Group: Administrative Assistant

Classification: AA-L4

FLSA: Non exempt

Supervisory Responsibilities: None

Reports to: Director of Special Education

Qualifications:

1. High school diploma or equivalent (additional related training desirable but not required)
2. Ability to communicate effectively and provide excellent customer service.
3. Ability to assume responsibility, display initiative, think critically and exercise good judgment.
4. Advanced computer skills and ability to operate office equipment.
5. Working knowledge of student databases including special education modules.
6. Working knowledge of state and federal special education guidelines.

Preferred experience:

Job related experience in schools

Knowledge of software currently used in the district

Additional training or education related to Microsoft Office, Google Suite, Infinite Campus, and Adobe Acrobat

General Responsibilities:

Coordinates the collection, processing, and reporting of accurate and compliant special education forms and documents from staff and families. Collaborates with internal and external entities to gather and share special education records. Adapts to the variety of responsibilities.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

ESSENTIAL FUNCTIONS-CURRICULUM & INSTRUCTION PROGRAM:

1. Review IEPs, evaluations and special education forms and documents submitted by teachers, school psychologists and nurses. Ensure all are in compliance with state and federal regulations.

2. Track submission dates, annual review dates and reevaluation dates for each plan. Ensure all dates and documents are in compliance with state and federal regulations.
3. Send special education forms and documents to parents/guardians in a timely manner.
4. Obtain parent consent/signatures for required forms and documents.
5. Submit completed special education forms and documents for translation.
6. Create and update special education forms and documents using Adobe Acrobat and upload forms and documents into the special education student database.
7. Work closely with the district registrar to identify students attending private schools and pre-k students who need to be added to the student database, students receiving special education services who attend the district through open enrollment, and new students being placed in special education programming.
8. Request and secure student files for new students with disabilities who are moving into the District.
9. Prepare reports for the Director of Special Education, including reports needed for state reporting, high cost special education aid and medicaid billing.
10. Communicate professionally via telephone, email or other electronic systems. Promptly respond to inquiries from internal and external sources.
11. Answer telephone, take messages, screen calls, make appointments, and schedule meetings.
12. Maintain and keep current District special education files and special education caseload lists.
13. Secure student records and track incoming new students who have Individualized Education Programs (IEP).
14. Communicate with staff, and other outside agencies, based on the information or need that was requested.
15. Provide confidential information and support to all special education staff.

Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Perform other responsibilities as assigned by the Director of Special Education.
- Properly handles confidential matters relating to students, student records, families, and staff.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

- Written and verbal communication in English; write reports and business correspondence.
- Read and interpret documents such as local, state or federal reporting forms, procedure manuals, and governmental regulations.
- Ability to effectively present information and respond to questions from diverse groups of administrators, staff and families.

- Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables. Problem solving with data requires independent interpretation of guidelines.
- Ability to maintain good relationships with others. Good human relations skills.
- Ability to use job-related equipment.
- Adapt to changing work priorities with interruptions.
- Ability to work independently

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, and reaching. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision. Data entry and retrieval requires prolonged periods of standing or sitting and repetitive motion and mental processing are required.

Work Environment

This job is performed indoors in a group office setting. The noise level in the work environment is low. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: June 2024