



Job Description

Position Title: Special Education & Student Services Grant Specialist

Employee Group: Administrative Assistant

Classification: AA-L4

FLSA: Non exempt

Supervisory Responsibilities: None

Reports to: Director of Special Education and Director of Student Services

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 financial software and accounting systems.

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, Skyward, and state and federal grant reporting.

General Responsibilities:

Coordinates the collection, processing, and reporting of accurate district data to meet local, state, and federal requirements. Perform duties resulting in accurate and timely financial reporting. Collaborates with team members to accomplish objectives established by the Directors. 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:

1. Collect data and file all federal and state financial claims for the special education and student services departments.
2. Budget for special education and student services departments, including budget entry, transfers and revisions.

3. Process and approve purchase orders, credit card purchases, cash receipts and accounts payable for the special education and student services departments, including Special Olympics and Kokopelli Cafe, in compliance with District policies and internal controls.
4. Provide resources for the special education and student services staff on District policies and internal controls.
5. Process payroll and scholarships for Kokopelli Cafe.
6. Assist with coordination of professional development opportunities for special education and student services departments.
7. Coordinate the standardized testing for ELLs for all District buildings.
8. Assist with coordination of translation and interpretation services when needed.
9. Provide data for medicaid reporting.
10. Inventory, order, and maintain adequate supplies for the special education and student services departments.
11. Prepare reports for the Director of Special Education and the Director of Student Services as needed.
12. Communicate professionally via telephone, email or other electronic systems. Promptly respond to inquiries from internal and external sources. Screen calls, take messages and schedule meetings.
13. Follow all District policies and internal controls.
14. Provide support to all special education and student services staff.

Other Functions

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