

SPED Record Compliance Technician

Purpose Statement

The job of SPED Record Compliance Technician is done for the purpose/s of conducting routine audits, providing feedback and verifying compliance to assist special education staff develop and maintain confidential special education documents that are in compliance with state, federal and Office of Civil Rights (OCR) statutes and regulations.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the SPED Coordinator

Essential Functions

- Attend and participate in district wide in-service trainings pertaining to special education compliance issues for the purpose of obtaining current audit information and processes and assisting to inform other staff.
- Audit and monitor multiple confidential special education documents in all district schools for the purpose of facilitating compliance with state, federal, and Office of Civil Rights (OCR) statues and regulations.
- Maintain organizational files and records for the purpose of providing documentation of all compliance efforts.
- Participate in weekly district training meetings pertaining to school visits for the purpose of reporting identified trends found in files at schools to aid district personnel in developing trainings and other remediation plans.
- Provide feedback to special education staff on the results of the audit by sharing the district compliance checklist for the purpose of identifying system errors and providing suggestions to bring files into compliance.

Other Functions

- Perform other related duties as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments operating standard office equipment planning and managing projects preparing and maintaining accurate records using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of

circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities communicating with diverse groups maintaining confidentiality meeting deadlines and schedules setting priorities working with detailed information/data; have the ability to drive from school to school; have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience Job related experience is desired.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency .

Required Testing

Certificates

Associates Degree, 45 hours of post high school instruction, or pass District proficiency test in compliance with No Child Left Behind legislation

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt