

**Killeen Independent School District
Job Description**

Job Title: Coordinator for Special Education Data Management System
Reports To: Executive Director for Special Education/Director for Special Education
FLSA Status: Exempt

SUMMARY

Coordinate Special Education Data Management processes/ procedures to include the maintenance of data managements applications, PEIMS Data entry/ compliance, SHARS, and Time & Effort process.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

Develop and coordinate all training related to data management applications to include system functionality and features.

Develop district and campus reports to be used for compliance, monitoring and reporting purposes.

Coordinate Special Education HelpDesk/ IVRU to ensure requests for assistance are resolved in a timely manner.

Meets with District staff as needed to discuss updates and changes (*including, but not limited to PEIMS, SHARS, Certify Edits, Federal/State law, Operating Guidelines, and Evaluation Instruments*).

Meets with vendors as needed to discuss current development and needs for the Special Education Data Management applications.

Monitors compliance within the Special Education Management applications, and report areas of concern to department/ campus staff.

Facilitates the testing of all system updates and changes though the “Staging Site”.

Communicates updates and changes related to users affected.

Monitor applications systems daily to ensure all features and functions are optimal for users.

Coordinate Special Education PEIMS data entry/ reconciliation.

Coordinate SHARS/Medicaid program.

Monitors and provides training/ support for data management applications.

Audit student records and files as requested by campus and district staff and provide analysis and recommendations.

Coordinates Time & Effort (T&E) procedure for Special Education.

Provide guidance/ consultation as requested to district/ campus staff regarding Special Education policy/ procedure and applicable laws.

SUPERVISORY RESPONSIBILITIES

Manages Special Education staff assigned to Special Education Data Management. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include participating in the interviewing and hiring process; ongoing training and professional development for assigned staff; planning, assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree

Three years of Technology and/or Special Education teaching experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Principal Certificate

LANGUAGE SKILLS

Ability to read, analyze, and interpret common educational, federal, state, and local laws, technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from parents, students, regulatory agencies, or members of the community. Ability to effectively present information to administrators, faculty, parents, students, public groups, and/or boards of trustees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Must be familiar with computers, such as word processing, e-mail, and internet.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Frequent in-district travel to multiple campuses as assigned.