

SPECIAL EDUCATION SECRETARY/BOOKKEEPER

The Special Education Secretary/Bookkeeper, under the supervision/direction of the Director of Special Education and Related Services, shall be responsible for, but not limited to, the following duties:

Specific Responsibilities:

eSchool

- 1) Enter student data into eSchool.
- 2) Monitor eSchool data, print student rosters on monthly basis, and distribute information to teaching staff and speech language pathologists.
- 3) Prepare eSchool cycle reports (Cycle Reports 2-7).
- 4) Coordinate referral tracking and evaluation timelines.
- 5) Maintain all due process changes (Annual Reviews, IEP updates, drops, and move ins).
- 6) Prepare data entry for pre-school transition.

SPED Track

- 7) Enter student data into SPED Track.
- 8) Prepare referral conference paperwork.
- 9) Coordinate and schedule all referral conferences with staff and families.
- 10) Prepare data entry for Pre-School Transition Conferences.
- 11) Maintain system updates.
- 12) Provide technical support for special education staff.
- 13) Schedule trainings.
- 14) Trouble-shoot with SPED Track.

SPECIAL EDUCATION OFFICE

- 15) Answer telephone, take, and receive messages.
- 16) Trouble-shoot with SPED staff, families, and public.
- 17) Perform clerical duties as assigned by SPED Supervisor.
- 18) Maintain SPED Department files.
- 19) Maintain student due process records.
- 20) Copy, send, and receive due process records and student files.
- 21) Organize storage of due process records.
- 22) Coordinate, advertise, and maintain file for the destruction of due process records.
- 23) Process and maintain Section 504 files.
- 24) Process and maintain Site-Based Mental Health (SBMH) referrals.
- 25) Process, maintain, and notify buildings of residential placement and acute hospital stays and exits.
- 26) Process files for Disability and Social Security Administration Determination.
- 27) Assist the district testing coordinator with the ordering of Alternate Portfolio materials.

- 28) Distribute, collect, and mail Alternate Portfolio materials.
- 29) Maintain employee directory and information.
- 30) Maintain agency contacts and SPED Department phone records.
- 31) Maintain annual Child Find records.
- 32) Order Child Find information and distribute materials in community.
- 33) Assist with the coordination and preparation of annual Child Find meeting with private providers and homeschooled students.
- 34) Maintain student index cards for all special education students.
- 35) Assist Special Education Supervisor with all staff development activities and workshop preparation.
- 36) Perform other duties as assigned.

12/10/14

SPECIAL EDUCATION BOOKKEEPER II

The Special Education Bookkeeper II, under the supervision/direction of the Director of Special Education and Related Services, shall be responsible for, but not limited to, the following duties:

Specific Responsibilities:

- 1) Assist with the development of SPED Department budgets: VI-B, ARRA, ARMAC, CEIS, Medicaid, and the Alternative Learning Center.
- 2) Monitor and run Detailed Expenditure Reports for SPED Department fund balances for VI-B, ARRA, ARMAC, CEIS, Medicaid, and Alternative Learning Center.
- 3) Enter SPED Department budget information into MySPED Resource.
- 4) Run monthly Cognos reports for VI-B, ARRA, ARMAC, CEIS, Medicaid, and Alternative Learning Center budgets.
- 5) Code all expenditures, process purchase orders and financial reimbursements for VI-B, ARRA, ARMAC, CEIS, Medicaid, and Alternative Learning Center budgets.
- 6) Code and maintain files for Section 504 expenditures.
- 7) Receive packing lists and code invoices for payment.
- 8) Assist with budget amendments and fund transfers for VI-B, ARRA, ARMAC, CEIS, Medicaid, and Alternative Learning Center budgets.
- 9) Maintain files for all SPED Department budgets: VI-B, ARRA, ARMAC, CEIS, Medicaid, and Alternative Learning Center
- 10) Monitor and track Catastrophic Occurrences Program expenditures.
- 11) Enter Catastrophic Occurrences expenditures into MySPED Resource for district reimbursement.
- 12) Maintain Catastrophic Occurrences reimbursement files.
- 13) Assist, monitor, and file Extended School Year Services application.
- 14) Monitor and track Extended School Year expenditures.
- 15) Enter Extended School Year Services data into MySPED Resource for district reimbursement.
- 16) Maintain files for all Assistive Technology expenditures.
- 17) Maintain SPED Department files for all staff development expenditures, activities, and travel.
- 18) Maintain files on contract services expenditures (OT, SLP, Day School, etc.).
- 19) Maintain files for Independent Educational Evaluations and expenditures (IEE).
- 20) Maintain files for outside agency agreements (ESVI Service, Easter Seals, Transition).
- 21) Maintain files for SpedTrack, Special Education Connections, and ALEKS expenditures.
- 22) Maintain Special Education Department inventory.
- 23) Assist other bookkeepers, Business Manager, and other supervisors with various office duties and reports.
- 24) Other duties as assigned.

12/10/14

PSYCHOLOGICAL EXAMINER\SCHOOL PSYCHOLOGY SPECIALIST

The Psychological Examiner and School Psych Specialist, under the supervision/direction of the Director of Special Education and Related Services, shall be responsible for, but not limited to, the following duties:

Specific Responsibilities:

- 1. Conducts evaluations of students referred for services.**
 - Uses appropriate evaluation instruments according to student needs.
 - Prepares, in a timely manner, the results of the evaluation in a formal written report.
 - Ensures that the required components for eligibility determination are present related to the rules and regulations set forth by the Arkansas Department of Education, Special Education Unit.
 - Implements “best practices” of psychological assessment.
- 2. Assists in the interpretation of evaluation results and in the development of Individual Education Plans (IEP) as appropriate.**
 - Attends and participates in Evaluation Programming Conferences of students.
 - Participates, as needed, in periodic reviews of student progress.
- 3. Demonstrates good communication and interpersonal skills with faculty, staff, parents, students, and the community.**
 - Communicates effectively with principals, teachers, support, personnel, and parents.
 - Creates and encourages a cooperative environment with faculty, staff, and parents.
 - Is sensitive to the needs of students, parents, teachers, administration, and other staff members.
- 4. Provides consultative assistance to educational personnel.**
 - Consults with teachers and staff regarding concerns for their students.
 - Makes recommendations for individualized curriculum and classroom modifications.
 - Participates and assists with the development and monitoring of student intervention services as requested.
 - Participates and assists with in-service activities as needed.
- 5. Supports district and state regulations, policies, and procedures.**
 - Cooperates with district personnel to improve the total school program and promote a positive school environment.
 - Develops a professional growth plan.
 - Performs other duties, as assigned.

12/10/14

DIRECTOR OF SPECIAL EDUCATION AND RELATED SERVICES

The Director of Special Education and Related Services, under the supervision/direction of the Assistant Superintendent for Human Resources and Administrative Services, shall be responsible for supervising the Special Education services of the district, managing all federal and state budgets associated with this area, and directing all related activities in this area.

Specific Responsibilities

1. Develop, coordinate, and supervise the district's Special Education Program and its related services.
2. Develop, coordinate, and supervise the district's Section 504 Services.
3. Develop, supervise, and coordinate federal accounting for Special Educational services: Title VI-B, Catastrophic Reimbursement, Medicaid Reimbursement, ARMAC Reimbursement, and Personal Care Reimbursement.
4. Develop, coordinate, and budget Coordinated Early Intervening Services (CEIS).
5. Coordinate staff development for the Special Education Department.
6. Coordinate Early Childhood Transition.
7. Coordinate Site-Based Mental Health Referrals.
8. Supervise Behavior Intervention Services.
9. Coordinate Special Health Care/Personal Health Care.
10. Develop and maintain community partnerships.
11. Provide consultative services and staff development to general education staff.
12. Perform other duties as assigned.

12/10/14