

PINON UNIFIED SCHOOL DISTRICT NO. 4

JOB DESCRIPTION

POSITION/TITLE: ESS Special Education Specialist
TERMS OF EMPLOYMENT: 12 Months
SALARY: Classified Placement Schedule – Grade 4
FLSA STATUS: Non-Exempt
BENEFITS: Standard Package

QUALIFICATIONS:

1. High School Diploma or Equivalent **Required**
2. College credits, with Emphasis on Appropriate Business / Special Education Subjects Preferred
2. Demonstrated knowledge of the Exceptional Student Services Field and Special Education Instruction, Related Services and Documentation
3. Two or More Years Progressively Responsible Experience, preferably in a School Setting
5. Ability to Work Cooperatively with Parents, Students, Staff, and the General Public.
6. Knowledge of Word Processing, Spreadsheets and Google Suite for Education Applications
7. Bilingual (Navajo/English) **Preferred**
8. Must have proven successful employment record.

JOB GOAL: To assist the Special Education Director by assuming responsibility for the overall operation of the Exceptional Student Services Office including the maintenance of all Special Education documentation, coordination of IEP Related Services, processing purchasing requisitions, booking reservations to ESS Office Suite facilities and to maintain good public relations with students, parents, staff, and the general public.

CLERICAL DUTIES AND RESPONSIBILITIES:

1. Performs a variety of secretarial duties involving typing and transcribing correspondence, memoranda, and written materials.
2. Receives visitors, answers and screens telephone calls, provides appropriate information, and explains general school policies and procedures.
3. Schedules appointments, maintains Special Education Director 's calendar and schedules meetings and activities for the school.
4. Handles a variety of correspondence, reports, and other materials while maintaining confidentiality of information.
5. Maintains financial, statistical, and/or other records and registers.
6. Handles monies, accounts for funds, and maintains appropriate records.
7. Orders, maintains, disburses and inventories supplies and equipment.
8. Assists staff as requested with secretarial and clerical services.
9. Handles incoming and outgoing mail.
10. Maintains confidential files.
11. Maintains permanent students record files and other files as appropriate.
12. Inputs and updates information into computer systems including but not limited to IEP Pro.
13. Prepares a variety of reports relating attendance, accidents, entries, and withdrawal as required by administration and State Department of Education.
14. Prepare and Submit Payroll Timesheets and Invoices
15. Performs other duties as assigned.

ESS PROGRAM SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Maintain Knowledge of Special Education Federal and State Laws and Regulations Related to Documentation and Reporting
2. Procure Special Education Records for Newly Enrolled PUSD ESS Students (In and Out of County/State)
3. Assemble and Transfer Special Education Records for Withdrawn PUSD ESS Students (In and Out of County/State)
4. Utilize Software Applications Such as but not Limited to Power School and IEP Pro to Update ESS Student Data and Supporting Documentation Including but not Limited to IEP and MET Documentation
5. Collaborate with School Registrars and EL Technicians (PES, PAMS, PHS) for Maintenance of Accurate Student Body Data-Base Including State and Federal Count of SPED Students
6. Maintain and Submit Accurate Special Education Data and Required Reports for State and Federal Reporting (AZEDS)
7. Complete AZ DES Verifications for SPED Students
8. Disseminate Progress Reports & Copies of IEP/PWN/MET to Parents/Guardians
9. Coordinate Related and Contracted Special Education Services with outside Organizations Including but not Limited to: ASDB (Arizona State Schools for The Deaf and The Blind); NCSC (Navajo Special Services Consortium); NRTA (Northland Rural Therapy Associates); ARS (Ardor Health Solutions); (Navajo Nation Head Start-Under PUSO [Chinle & Window Rock, AZ-Main Office; Low Mountain: Forest Lake: Whippoorwill; Pinon I & Pinon II; Hard Rock & Blue Gap/Tachee] Centers
10. Perform Confidential File Notification and Destruction in Accordance with District, State and Federal Policies and Procedures
11. Prepare IEP Documents Such as Procedural Safeguards for Parents and Teachers
12. Assist in Coordination of Child-Find Activities with Flyers and Procurement of Screening Protocols
13. Substitute in Bus Monitor/Health Aide Role as Needed and Participate in all Bus Monitor and Health Aide Trainings

REPORTS TO: Exceptional Student Service Director

EVALUATION: Performance of this will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.

Employee's Signature: _____

Date: _____