



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	SPED Process Coordinator for Data & Tech
Payroll/Personnel Type:	12 Month
Job #:	8948
Reports to:	Director of Special Education
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Special Education Process Coordinator for Data & Technology compiles, maintains and analyzes data required for special education reports, monitors compliance with special education timelines, supervises the provision of data and technology for special education staff and works to maintain a functional electronic and paper reporting data system for the District.

Essential Functions:

- Compiles data for core data reporting, including Child Court, Child find, exits from special education and discipline
- Represents special education for the annual report
- Coordinates awareness activities, Public Notice and Report Form
- Represents special education in meetings concerning the new computerized data management system
- Preserves historical data and reports
- Manages handling and disposal of paper files for students over the age of 21
- Manages paper and electronic student files for special education
- Compiles reports due for the Office of Civil Rights (OCR) and other reports required routinely or on an ad hoc basis
- Serves as the lead trainer for the electronic management system, such as the web-based IEPs and evaluation reports
- Writes programs and generates reports to monitor compliance
- Works with school staff regarding compliance issues
- Responsible for \$1 million laptop inventory
- Responsible for special education student system
- Provide data and technical support to Student Support Services
- Develop web pages for Special Education and Student Support Services
- Automation of District RtI documentation
- Compiles data for state audits and audit related submissions
- Serves as Technical Resource to IAP process
- MAP-A Data Coordinator
- Special Education Improvement Grant Coordinator
- Provide special transportation to vendor
- Technical consult for Medicaid System

Knowledge, Skills, and Abilities:

- Ability to compile, interpret and analyze data
- Knowledge of State and Federal reporting requirements for special education
- Driver's license and vehicle for travel as required
- Understanding of SQL and Grid and Groupings

