SCHOOL SERVICES SPECIALIST

Purpose Statement
The job of School Services Specialist was established for the purpose/s of coordinating special education program components and related activities between school, systemwide services and outside agencies; providing information to others; implementing and maintaining services within established guidelines and standards.

This job reports to Student Support Services Director

Essential Functions

* Assists Projects Specialist and assigned school in coordinating contracted services for the purpose of delivering services in compliance with established guidelines.

* Assists with personnel functions (e.g. recruitment, hiring, evaluations) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring that the objectives of Special Education programs are achieved within budget.

* Collaborates with internal and external personnel (e.g. Other administrators, teachers, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining assigned services and programs.

* Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.

* Coordinates program components, support needs and materials for the purpose of delivering services in compliance with established guidelines.

* Develops proposals, new programs, budget and grants for the purpose of meeting District goals.

* Facilitates meetings, workshops, seminars, etc. (e.g. due process hearings, district liaison, special education parent groups, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.

* Implements assigned programs and projects for the purpose of conforming to district and state curriculum and/or instructional objectives.

* Participates in, organizes, and leads a wide variety of meetings (e.g. board meetings, training, hearings, IEPs, etc.) for the purpose of providing and/or receiving information.

* Performs a variety of personnel functions (e.g. recruiting, screening, interviewing, selecting, evaluating, training, coaching, conducting performance evaluations, reviewing and approving work, providing for rewards and discipline and recommending employment and terminations) for the purpose of maintaining adequate Student Support Services staffing both system-wide and at the various schools; enhancing productivity of personnel; and achieving staffing objectives within budget.

* Prepares a wide variety of often complex materials (e.g. plans, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

* Researches a variety of topics required to manage special education programs and services (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.

Other Functions

* Performs 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, highly complex, technical 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: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/behavior.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly 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, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field is required.
Education Masters degree in job related area.
Equivalency Minimum of three years as a special education teacher, consultant, psychologist, mentor.

Required Testing None Specified
Continuing Educ. / Training None Specified

Certificates & Licenses
Special Education Teaching, School Psychology or Speech-Language Pathology certification; & 5 years experience
Clearances Criminal Justice Fingerprint/Background Clearance

FLSA Status Exempt
Approval Date
Salary Grade

Job Description: School Services Specialist
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