

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE:

Data Reporting Specialist

DEPARTMENT/PROGRAM AREA: Special Education

IMMEDIATE SUPERVISOR: Special Education Director

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

To provide administrative support for all special education staff (BOCES and District), to assist the Records Clerk to maintain official records and reports on/for all Special Education students of the Special Education programs. Complete special education reporting requirements such as EOY, Dec. 1, suspension and expulsion and HQ.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. High School diploma.
2. Extensive knowledge of computer software; word processing, spreadsheets and data entry skills (PC and Macintosh preferred).
3. Demonstrated ability in writing projects, communication and public relation skills.
4. Working knowledge of office procedures, equipment and effective organizational skills.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Responsible for overall reporting management of Special Education Programs including participation in EOY, Dec. 1, suspension and expulsion and HQ.
2. Secure and verify data elements needed for use in program applications/state plans, grant allocations, reports and analyses.
3. Assess and take appropriate action in response to incoming communications; written, verbal, and electronic.
4. Other duties as may be assigned by the Director of Special Education.

IV. EVALUATION PROCEDURES:

1. The position will be evaluated according to the process defined in the SLV-BOCES' policy and procedural manual.
2. Excellent organizational skills and attention to detail are required as well as self-motivation to carry out assigned responsibilities.
3. Ability to provide guidance, coordination, training and technical assistance to program staff.
4. Ability to take direction with minimum supervision.
5. To be familiar with the IEP process and to maintain a filing system for IEPs and related records.
6. To review IEP data for accuracy.
7. Maintain database and provide requested data for Director of Special Education.

V. **COMPENSATION/TERMS OF EMPLOYMENT:** Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The employee's contract will stipulate the terms of the agreement including the number of contract days, applicable benefits and position assignment.

VI. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date