



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Compliance Monitoring Technician**

**Reports to:** Coordinator of Compliance Monitoring  
**Department:** Special Education and Student Services  
**Compensation:** Grade 8  
**Overtime Status:** Non-Exempt  
**Date Job Revised:** October 3, 2008.

**Position Summary:** Assist in the accurate preparation and filing of reports. Manage multiple tasks efficiently and effectively in stressful situations. Able to work without close supervision on lengthy and multiple projects.

#### **Minimum Qualifications/Job Requirements:**

**Education:** High school diploma or equivalent, college preferred.

**Specialized Knowledge, Licenses, etc:** Operate a personal computer and use all necessary computer programs. Excellent keyboarding skills and ability to type a minimum of 45 words per minute with excellent accuracy and have good spelling and language skills; must have knowledge of Microsoft Office applications including word-processing, spreadsheets, databases and desktop publishing; ability to manage large volumes of data.

**Experience:** Minimum of three years of successful work experience involving complex data management responsibilities.

**Specific Training/Skills:** Ability to use Microsoft Excel, Word and Access

**Physical Requirements (If Applicable):**

**Other:**

#### **Scope of Authority (If Applicable):**

**Customer Contacts (Internal and External):** Teachers, principals, parents

#### **Essential Job Functions:**

- Work independently on highly confidential and complex data management and reporting requirements.
- Deal effectively and courteously with members of the community and school system
- Keyboarding precise data on PC: spreadsheets and databases
- Creating and maintaining spreadsheets, charts, files and data bases for multiple projects
- Maintaining files and data for compensatory education in compliance-related issues
- Assist in maintaining District Review Committee records for students on IEPs
- Assist in entering and filing of data, ensuring accuracy, for the October 1 State Department count for funding
- Assist in entering and filing of data, ensuring accuracy, for the December 1 Federal Child Count
- Assist in accurate preparation of data for 6,000 special education students, for the end-of-year report for IDEA
- Filing of data related to Corrective Action Plans as specified by OSDE-SES
- Provide appropriate meeting materials
- Ability to follow established Office procedures
- Maintain filing system for all complaints, litigations, corrective actions correspondence and related material
- Maintain confidentiality
- Other duties as assigned