



Job Title: Special Services Data Specialist

Reports to: Compliance Monitoring Coordinator
Department: Special Education and Student Services
Compensation: CA-05
Number of Days: 12 Months
Overtime Status: Non-Exempt
Date Job Revised: January 5, 2011

Position Summary: General office duties, i.e., filing, customer service, data entry; ability to manage large data bases, report preparation and analysis.

Minimum Qualifications/Job Requirements:

Education:

- High school diploma or equivalent
- Good communication and customer skills
- Ability to multi task without major disruption of work flow
- Ability to give technical assistance to others about the programs
- Knowledge of Special Education process/paperwork

Specific Training/Skills:

- Proficient in Microsoft Office, i.e., Word Excel, Access
- Ability to absorb new information concerning various software programs (SEAS, Power School, Mainframe) utilized by the department and the District

Customer Contacts:

- **Internal:** Special Education Department staff, other TPS departments, as needed

Essential Job Functions:

- Assist in the bi-monthly preparation, complete dissemination, monitoring and problem resolution of school compliance report data.
- Review/monitor/input IEP, MEEGS, REDS data from all school sites
- Process, handle, file and maintain completion data related to student records.
- Flexibility in working with new software programs for student data management
- Work extended periods of time entering data without interruption
- Assist in the maintenance, tracking, documentation and correspondence of special education students requesting county and emergency transfers.
- Other duties, as assigned.

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