

PLEASE POST

STUDENT DATA SPECIALIST II

Date Posted: December 1, 2021
Closing Date: December 15, 2021 by 4:30 pm
Anticipated Start Date: January 3, 2022
Department: Special Education
Work Year: 52 Weeks

Summary: Maintains the Central Registry of Special Education students served by the District, in a manner that ensures accuracy, reliability and confidentiality.

Essential Duties And Responsibilities: Work is performed under the general supervision of administration. An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)

1. Maintains special education student records and manages student information recordkeeping practices, consistent with state, federal and district requirements.
2. Stays abreast of state and federal record-keeping and reporting requirements.
3. Prepares computer-generated printouts from the Central Registry as requested.
4. Prepares responses to appropriate requests to the district for special education student-related records.
5. Generates queries for computer-generated reports related to Central Registry data.
6. Maintains a "Moved from District" file and performs appropriate follow-up inquiries.
7. Assists in the verification of Special Education student count information.
8. Assists Special Education staff to collect required data related to Special Education students.
9. Establishes and monitors a log of state and federal required reports related to Special Education students.
10. Maintains and implements systems and procedures to ensure timely and accurate information retrieval and dispersal
11. Acts as liaison between administrator(s), staff and the public in the absence of the administrator(s) as authorized. Works cooperatively with other staff to ensure Central Registry data is shared for appropriate purposes.
12. Operates personal computer and other office machines and equipment.
13. Regular and predictable attendance is required for this position. In-person attendance requirements may vary and will be determined by the supervisor.
14. Performs related work as required.

Supervisory Responsibilities: None.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education And/Or Experience: Associates degree in related field and five years experience in performing clerical work of a progressively responsible and difficult nature, or equivalent combination. Must have successful, progressively responsible, experience managing information systems and databases, including: manipulation and reporting of information, and using software to perform database queries of a difficult nature.

Certificates, Licenses, Registrations: None required. Certification in Microsoft Office products desired.

Language Skills: Ability to read and interpret documents such as government regulations, operating and maintenance instructions, and procedure manuals. Ability to effectively present information and ideas and respond to inquiries from staff, parents and regulators. Ability to write routine reports, procedures and correspondence. .

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to create graphs.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills And Abilities: Ability to establish and maintain collaborative, effective working relationships in a team environment. Employee will be helpful, respectful and approachable. Ability to manage multiple projects and tasks simultaneously, prioritize work, manage time well and meet deadlines. Employee must be highly organized, goal oriented, and self-motivated. Employee must have strong computer skills, including the ability to learn and utilize new software programs as systems are upgraded. Ability to use databases in a networked environment. Must be proficient with Microsoft Word and Excel or in Google Docs and Sheets. Preference may be given to candidates who have demonstrated mastery of Excel or Sheets. Some programming experience is desirable. Employee must be an active learner who can demonstrate growth to meet changing job needs, and who is receptive to job-related feedback. Ability to speak and write clearly and concisely. Able to perform duties with awareness of all district, state and federal requirements. Demonstrated good judgment, maturity, reliability, responsibility, confidentiality and professionalism. Proficient in the use of business machines, including scanner, fax machine, phone system and copy machine. Preference may be given to candidates with an understanding of special education terms and procedures.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use fingers, tools, or controls. The employee must be able to maintain files. The employee is occasionally required to reach with hands and arms and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required by this job includes close vision with some ability to adjust focus for reading documents and a computer screen.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The work is performed in a standard office environment and the noise level is usually quiet or moderate.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is January 3, 2022. This is a 52-week position. Placement on the ESPA Salary Schedule depends upon qualifications and experience; new employee hourly pay range is \$20.39 - \$22.97 hourly. Paid family health, dental, vision, life and long-term disability insurances, vacation, sick and personal business days.

Contact: Interested parties should go to our website, www.jcisd.org to complete an online application.

APPLICATIONS ACCEPTED UNTIL DECEMBER 15, 2021 BY 4:30 PM

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

The Jackson County Intermediate School District is an educational service agency that works in partnership with local public and charter schools, and the local community. We are committed to the success of all students by providing educational leadership, services, programs, and resources.

Our work and organizational goals are driven by Five Guiding Principles:

Instruction ~ Quality, Creativity and Relevance

Leadership ~ Envisioning, Engaging and Executing

Service ~ Listening, Caring and then Serving

Community ~ Collaboration and Partnerships

Equity ~ Inclusive, Responsive and Sincere Belonging

Consistent with our purposes and guiding principles, the JCISD is actively pursuing diversity, equity and inclusion in our employment practices. We encourage applicants who may not have a specific listed qualification, but who believe they have the needed knowledge, skills and abilities to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential

fun