



2/26/2021

Job Title	Due Process Specialist
Reports To	Director of Special Education, Special Education Coordinator
Supervises	N/A
Status	Monday - Friday

Position Summary:

Under general supervision and according to established policies and procedures, this individual performs a variety of educational management and support tasks including but not limited to Special Education related data and organizational support.

Duties and Responsibilities:

- Assures maintenance of accurate student special education files consistent with rules and regulations, including student file systems, SpedForms, teacher files and storage.
- Maintain master due process tracking document.
- Collect MARSS forms and give to MARSS Coordinator.
- Update and maintain student information in SpedForms.
- Maintains Spero Academy Assessment inventory.
- Collaborate with district support staff (Coordinator, SpEd Director) to ensure due process is complete.
- Collaborate and complete master spreadsheet with other departments e.g., transportation, MARSS, and operations.
- Support MA billing such as Track PCA supervision activities and monitor staffing changes
- Maintain positive, professional relationships and use appropriate verbal, non-verbal, and written communication with all individuals.
- Type, proofread, copy, distribute, and file correspondence as needed or requested.
- Perform data collection/generate reports; i.e., pulling reports/data on students and as needed.
- Perform any other duties/assignments as assigned/requested. e.g., lunch backup, transportation, drop/off pick up, assist with school support animal.

Knowledge, Skills and Abilities:

- Bachelor's degree preferred, and experience in Special Education paperwork/due process, knowledge of SpedForms navigation is preferred.
- A strong knowledge of due process, including state and federal compliance requirements especially in timelines.
- Must be detail oriented, highly organized, systematic, multi-task oriented and flexible.
- Excellent oral, written, spoken communication skills with ability to interact well with staff, students, parents.
- Self-motivated, proactive, accountable and resourceful in the completion of work assignments.
- Expertise with the following computer applications: Mac equipment, classroom applications and software, Microsoft Office suite (Word, Excel, Outlook)
- Experience with SpedForms is preferred, but not required.
- Ability to sit and work at a computer for extended periods of time.
- Ability to maintain status of “not disqualified” upon completion of criminal background.

This position description is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so too, may the essential functions of this position.