CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Special Populations Data-Specialist **Department:** Instruction

Calendar: 200 Day
Grade: Teacher Pay Scale

Date: August 2021 **Reports To:** Director & Lead Coordinator of Special Populations

Purpose of Job
The purpose of the Special Populations Data-Specialist is to collect, organize, analyze and provide data for students with individualized education plans (IEPs) under the Individuals with Disabilities Education Act (IDEA).

Essential Duties and Responsibilities:
The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Share and discuss data with district/school level leaders and teams through regularly scheduled meetings to fulfill the individualized data needs of each school.
- Share and discuss data specific to the special education state indicators with all stakeholders as necessary.
- Collaborate with building administrators and other district leaders to effectively use data in decision-making at all levels; classroom, district, and state planning.
- Assist in collection and analyzation of universal screening and diagnostic measures to support the provision of data-informed interventions.
- Run reports for progress monitoring to provide special education teacher reviews to administrators at the school and district levels.
- Collaborate with district level teams to support implementation and monitoring of tools, interventions, and curriculum.
- Collect data and keep up-to-date records on all diploma paths for students with IEPs. This includes quarterly reports to provide diploma projections for graduation planning.
- Communicate with special populations administrative team on data needs to fulfill schools' individualized plans.
- Collaborate with specific stakeholders for targeted areas of need regarding students with IEPs. (i.e. behavior, child find, least restrictive environment (LRE), etc.)
- Create data portfolios for each school regarding students with IEPs. This includes a baseline of information common for all schools and individualized data specific to each school's needs.
- Partner with the coordinators in special populations to provide data for specific areas of need such as, Significant Disproportionality; Grant Funded Resources; Parent Surveys; State Technical Assistance, etc.
- Engage in professional learning that will improve the data procedures regarding students with IEPs.
- Provide professional learning opportunities for stakeholders regarding data for students with IEPs.

- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation.

Evaluation:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

Minimum Training and Experience Required to Perform Essential Job Functions

- A minimum of a Master's Degree with TN Teacher Certification.
- Teacher must hold Special Education Endorsement.
- Teacher must have a minimum of five years of special education experience.
- Teacher must hold valid driver's licenses.

KNOWLEDGE OF JOB

- Displays considerable knowledge of the policies, procedures, and activities of the school system, as well as state and federal requirements pertaining to the performance of duties.
- Develops and implements long-term goals.
- Stays current on any changes in statutes, policies, procedures, and methods as they pertain to public education.
- Effectively communicates and interacts with supervisors, members of the general public, and other stakeholders involved in the operation of the school system.
- Collects and disseminates information in a concise, clear, and effective manner.
- Exhibits strong organizational, management, interpersonal, and technical skills.
- Uses sound independent judgment and discretion in daily activities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature **Employee's Munis Number** **Date**