

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Special Populations Data-Specialist

Department: Instruction

Calendar: 200 Day

Reports To: Director & Lead

Grade: Teacher Pay Scale

Coordinator of Special Populations

Date: August 2021

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.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

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

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision

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

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

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

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).

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

Supervisor's Signature

Employee's Munis Number

Date

Date