

Job Description

Job Title: Instructional Specialist

Position Code:

Job Classification: Exempt

Supervisor: Supervisor – Referrals & Compliance

Pay Grade: 40

Contract Length: 245 Days

Job Summary

Position is responsible for quality assurance and testing of the Special Education online application assuring VA state compliance and division standards/policies are maintained and consults with management to resolve quality, production, and efficiency problems. Coordinates and leads all Special Education and Section 504 training and helpdesk support efforts on various Special Education and Section 504 topics that use documents/process in the online application. Responds to data requests from schools, central office staff, and state agencies. Position is responsible for initiating tests, analyzing results, and finding solutions to technical problems. This position is responsible for testing and training all aspects of the division's Special Education and Section 504 processes. Position is responsible for working with schools to develop student Special Education and Section 504 documents and recommending changes to end users based on program and system capabilities and best practices. Position is responsible for working with Special Education and Section 504 staff, central office personnel, and school-based administrators to ensure state compliance with regards to Special Education and Sectional 504 timelines and processes. Position provides hands-on instruction in all phases of the development and creation of all Special Education and Section 504 processes for early childhood, elementary, middle, high school, and central office personnel. Position is responsible for assisting with all state reporting that involves students served in Special Education or Section 504. Position is responsible for chairing eligibility meetings for students referred for evaluation. Position is knowledgeable about division policies and state compliance procedures.

Essential Duties

1. Coordinates with outside day placement programs and serves as the Local Educational Agency (LEA) representative by attending IEP meetings, scheduling of triennial component review meetings and eligibilities.
2. Must be able to work closely with administrative school personnel, executive leadership and technology staff in order to develop comprehensive Special Education and Section 504 processes for the division, ensuring that district processes align with state compliance requirements.
3. Responsible for testing of system upgrades, patches and implementation of new features.
4. Examine research, diagnose, document, and report software bugs, enhancement requirements and other issues with the Special Education Online Application.
5. Review system release notes to provide other support staff with pre deployment documentation stating system requirements and impact analysis.
6. Coordinates cross-functional team efforts to help identify potential upgrades and testing activities.
7. Coordinates efforts to educate and instruct personnel in recommended quality assurance, scheduling, and testing.
8. Coordinates efforts to confirm quality assurance, scheduling, and testing procedures are being maintained
9. Provide assistance to end users in order to resolve complex conflicts.
10. Audits Special Education and Section 504 data elements by writing queries to retrieve and compile data for error analysis; runs reports to compare data and troubleshoot data errors
11. Provides hands-on instruction in all phases of the development and creation of Special Education and Section 504 documents and processes for early childhood, elementary, middle, high school and central office personnel.
12. Compiles and creates documentation and process documents; provides policy interpretation and advisement as appropriate, in accordance with division policy and state compliance requirements.
13. Responsible for training other trainers and personnel on current practices and requirements.
14. Consults with administrators, staff and technology services personnel to determine current and anticipated training needs related to the use of technology.
15. Develops and maintains functional documentation including, but not limited to, application overviews and user guides for the functional, daily use of the Special Education online application.
16. Responsible for assisting in the testing of system upgrades and patches to ensure quality and correct implementation of new features.
17. Attends regular planning meetings with the Supervisor and Special Education/Section 504 teams to analyze, prioritize, and document enhancements to existing and new applications and establish upgrade and implementation guidelines for Special Education or Section 504 processes/documents.
18. Works with staff on process improvements for Special Education/Section 504 data collections and corrections.
19. Run daily/weekly/monthly reports to maintain compliance across the division.

20. Chair Eligibility Committee and 504 meetings in assigned schools.
21. Coordinates with outside day placement programs and serves as the Local Educational Agency (LEA) representative by attending IEP meetings, scheduling of triennial component review meetings and eligibilities.
22. Serves as an instructional resource to principals and teachers regarding assigned special education instructional programs.
23. Demonstrates lessons in classroom situations for observation by teachers.
24. Analyzes and interprets achievement data; and works with lead teachers and special education supervisors to design activities to raise student achievement.
25. Assists in developing and conducting division wide PK-12 professional development for special education instructional staff in assigned areas of responsibility.

Other Duties

1. Performs any other related duties as assigned by the Supervisor or Executive Director.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified to perform the essential functions. Responsible for training other trainers and technical staff on current practices and requirements.

Minimum Qualifications:

- Master’s degree in special education with a current Virginia teaching license and at least 3 years equivalent professional experience with student information systems support.
- Must possess an understanding of VA state compliance with regards to Special Education and Section 504 processes and documentation.
- Must possess a solid understanding of manual and automated testing concepts.
- Must possess strong analytical, oral and written communication skills. Ability to maintain confidentiality.
- Proficient in the use of Microsoft Word, PowerPoint, Excel, and Adobe Acrobat Pro software applications.
- Must possess the ability to establish and maintain effective working relationships with technical staff, administrators, school personnel and contractors.
- Demonstrated experience training technical material.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

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. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Supervisor -- Referrals & Compliance

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date