



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Pupil Services Compliance Specialist

POSITION SPECIFICATIONS

REPORTS TO

The Pupil Services Manager

PRIMARY FUNCTION

The Pupil Services Compliance Specialist works closely with the Pupil Services administrative team to develop and implement processing policies and procedures, align systems and data, and monitor adherence to these. The Compliance Specialist will also work closely with the Pupil Services Specialists to ensure timeliness and accuracy of IEP's and Special Education data and reports.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

- Valid driver's license

EDUCATION

- Associate's degree required
- Bachelor's degree in Business or similar field strongly preferred

EXPERIENCE

- A minimum of 2 years of secretarial, or clerical administrative experience in Special Education

SKILLS, KNOWLEDGE & ABILITIES

- Strong knowledge of special education and applicable compliance regulations
- Working knowledge of student information systems, including PowerSchool and Connecticut Special Education Data System (CT-SEDS)
- Working knowledge of Medicaid billing for services in schools
- Proficient with Microsoft Office Suite and Google Workspace
- Excellent time management and organizational skills
- Ability to work under difficult time constraints and handle pressure in stressful situations
- Ability to deal effectively, professionally and courteously and maintain favorable relationships with all levels of administration
- Ability to coordinate work with others; focused on a team approach
- Ability to work independently with a minimum of supervisory direction
- Ability to establish and maintain multi-faceted files and records systems
- Must be able to be understood in face-to-face communications and speak with a level of proficiency
- Must be able to push, pull or lift at least 15 pounds
- Must be able to use technology for prolonged periods

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- In collaboration with Pupil Services administration, manages and implements processing policies and procedures that align with compliance of regulations
- Assists in the implementation of guidelines and procedures associated with the PPT/IEP process
- Keeps abreast of special education updates from the SDE (and associated vendors) and implements procedural changes as advised
- Facilitates and maintains a point of contact with the SDE (and associated vendors) for the purpose of obtaining information and/or guidance
- Manages analysis and monitoring of data related to service delivery and IEPs
- Prepares timely and accurate statistical reports for Pupil Services administration
- Responds to inquiries from staff members related to PPT/IEP procedures
- Manages and prepares the district's Desk Audit for the SDE
- Manages special education weekly and monthly data points
- Coordinates quality checks of IEPs
- Ensures that the district's Student Information System (PowerSchool) and Special Education Data System (CT-SEDS) aligns with the SDE database on a daily basis
- Responsible for Monthly Meetings with Pupil Services Specialists:
 - Scheduling and invitations
 - Agenda development
 - Meeting facilitation
- Provides CT-SEDS training to staff members
- Assists in the preparation of data slides for Pupil Services Department presentations
- Manages process and procedures for collecting medical information for government reimbursement

ADDITIONAL DUTIES

Performs other related tasks assigned by the Director of Pupil Services, Pupil Services Manager or designee

EQUIPMENT

Uses computers, network systems, provided district technology and job-related equipment as required

TRAVEL REQUIREMENTS

Infrequent travel to schools, trainings and meetings may be required

TERMS OF EMPLOYMENT

SALARY & BENEFITS

- Benefits and salary aligned with Local 818 contract, Grade 7
- Non-exempt position

WORK SCHEDULE

- Twelve-month work year
- 37.5 hours per week

UNION AFFILIATION

Not applicable

Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

The Consolidated School District of New Britain (CSDNB) is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.

CREATED: 05/2024 DC
PERSONNEL REVIEW: 10/28/2024
BOARD APPROVED: 11/04/2024