



## Edina Public Schools Position Description

### Section I: General Information

<b>Position Title:</b> Due Process Specialist	<b>Department:</b> Student Support Services
<b>Immediate Supervisor:</b> Assistant Director of Student Support Services	<b>FLSA Status:</b> Non-Exempt
<b>Position Summary:</b> With the focus to support and advance the Edina Public Schools' mission, vision, and core values, the Due Process Specialist supports the Student Support Services department in maintaining records, keeping due process, and ensuring adherence to district policies and local, state, and federal laws and regulations. The Due Process Specialist is responsible for maintaining student files (paper and electronic), filing paperwork, updating software systems to reflect changes in student support services, processing records of transfer students, communicating with parents and guardians, other districts, and third parties, and relaying due process procedures and timelines to staff.	

### Section II: Essential Duties and Responsibilities

Monitors the status of various documents and organizes Student Support Services records.

- Manages due process data, timelines and communication with case managers, and parents, and organizes due process student files.
- Notifies case managers upon the receipt of consent or objections.
- Finalizes all SpEd forms and documents. Monitors electronic signatures.
- Uploads the Release of Information and responds to requests, third party billing consent forms, and additional outside documents as needed.
- Processes Student Support Services and special education record requests from outside sources (i.e., parents/guardians, DHS, courts, etc.).
- Files forms and documents in accordance with established department policies and procedures.
- Archives inactive and graduated senior special education files in accordance with established guidelines.

Oversees scheduling and documentation of department services.

- Schedules evaluation testing and organizes child study teams and early intervention meetings.
- Updates data systems, including SpEd Forms and Infinite Campus, to accurately document service minutes and to reflect all services and accommodations received by students. Sets up caseloads in SpEd forms as required.

Provides administrative support to Student Support Services staff.

- Schedules Student Support Services staff meetings, creates meeting notices, and ensures the delivery of meeting invitations to all parties. Coordinates office meetings as requested.
- Creates due process timelines for case managers and delivers reminders regarding due process timelines as needed.
- Generates reports and gathers, organizes, and maintains data for MDE reporting, program review, and program planning.

- Reviews details of required documents as directed by the Director or Assistant Directors of Student Support Services.

Coordinates the delivery, acknowledgement, and district receipt of paperwork and forms with parents and guardians.

- Oversees the completion of forms such as the Notice of Procedural Safeguards, Paper-Lite consent, SpEd forms regarding the online portal, third party billing consent, and third-party data maintenance consent.
- Ensures all paperwork is sent to parents and guardians through encrypted email or postal mail to maintain confidentiality.

Serves as a liaison between the school district, other districts, and third-party organizations.

- Communicates with other school districts regarding special education documents. Sends most recent documents and updated forms to other districts.
- Requests information on new students and creates new files as needed.

Oversees activities in Infinite Campus and uploads documentation to the platform.

- Creates flags within Infinite Campus when necessary.
- Tracks attendance for managers (Z Groups).
- Uploads IEP at a Glance and Positive Behavior Support Plans (PBSPs).

Ensures departmental compliance with district policies and local, state, and federal laws and regulations.

- Reports changes in disability code, federal setting, initial IEP start dates, and reporting requirements.
- Effectively communicates with staff to ensure records and department practices adhere to updates in compliance guidelines.
- Maintains confidentiality of student educational records as required by state and federal law.
- Processes paperwork using best practices in addition to following state compliance and monitoring guidelines.
- Assists in enrollment for MARSS.
- Manages third party billing consent.

Performs other duties of a comparable level or type, as required.

- Attends training sessions, conferences, seminars, and district and departmental meetings.
- Attends work regularly and punctually.

### **Section III: Essential Skills Required to Perform Position Duties**

- Building effective, collaborative relationships with students, staff, administration, families, and other community stakeholders.
- Ensuring the use of culturally competent practices to meet the needs of each and every student.
- Providing exemplary customer service to internal and external customers.
- Prioritizing tasks and performing work duties requiring attention to detail and accuracy.
- Applying specialized district software applications and computer systems.
- Using professional judgment while handling issues in accordance with policies and procedures.
- Maintaining strict confidentiality in matters involving private student educational data.

## Section IV: Minimum Work Requirements

<b>EDUCATION/EXPERIENCE REQUIREMENTS:</b> Minimum education and experience required for the position.	High school diploma. No previous experience required.
--	---

## Section V: Supervision Requirements

Title of Position Directly Supervised	Number of Employees
N/A	0

## Section VI: Physical Position Requirements

Physical Activities									
Amount of Time Spent	None	33% Occasionally	34-67% Frequently	68-100% Continuously	Physical Lift, Carry, Exert	None	33% Occasionally	34-67% Frequently	68-100% Continuously
Stand		x			Up to 10 pounds			x	
Walk		x			Up to 25 pounds		x		
Sit			x		Up to 50 pounds	x			
Use hands to finger, handle or feel				x	Up to 100 pounds	x			
Reach with hands and arms		x							
Climb or balance	x								
Stoop, kneel, crouch or crawl	x								
Talk or hear				x					
Taste or smell	x								

**Classification History:** Job description created by ISD 273 Human Resources 01.2024. Revised 6.2025.