

# DUE PROCESS & ASSESSMENT SPECIALIST



<b>Department:</b>	Special Education
<b>Reports To:</b>	Director of Special Education
<b>Group/FLSA Status:</b>	Certified Staff (CSA) / Exempt (Professional)
<b>Created:</b>	3/31/2026

## **SUMMARY:** *(Brief description summarizing the overall purpose and objectives of the position.)*

The Due Process & Assessment Specialist assists in the planning, assessing, developing, monitoring, and implementing of special education due process procedures while conducting academic evaluations. This position ensures compliance with state and federal regulations and supports accurate, timely, and high-quality evaluation practices across districts.

## **ESSENTIAL FUNCTIONS:** *(Typical tasks but not all inclusive – major duties of the position.)*

- Conduct and coordinate academic assessments for special education evaluations and eligibility determination;
- Select, administer, and interpret assessment tools and compile evaluation data into compliant reports;
- Develop and support evaluation plans and ensure timely completion of documentation;
- Lead due process monitoring, file reviews, submissions, and corrective action planning;
- Interpret special education laws and provide guidance to ensure compliance;
- Provide staff development, in-services, and training related to due process and evaluation practices;
- Support and maintain computerized IEP systems and documentation processes;
- Collaborate with staff, teams, and administrators to ensure cohesive evaluation processes;
- Attend IEP and evaluation meetings as requested;
- Provide guidance on restrictive procedures and required reporting;
- Maintain positive relationships with staff, families, and districts;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:** *(Minimum competencies for job performance.)*

- Knowledge of special education laws, rules, and due process procedures;
- Knowledge of assessment tools and evaluation practices;
- Ability to analyze and apply data to decision-making;
- Ability to write clear, concise, and compliant reports;
- Ability to present and train staff effectively;
- Strong organization and time management skills;
- Ability to establish effective working relationships;
- Ability to use technology and IEP systems;
- Maintain confidentiality and professionalism.

## **EDUCATION AND EXPERIENCE:** *(Minimum level of education and experience required.)*

- Bachelor's Degree and considerable experience in a job-related field or equivalent combination of education, training and experience in a job related field; Master's degree preferred.
- Minimum of three years of special education experience.
- Experience with assessments and due process preferred.

## **LICENSES, CERTIFICATES, AND REGISTRATIONS:** *(Minimum required to perform the job.)*

- Minnesota Licensure in Special Education from Department of Education;
- Valid Driver's License.

## **SUPERVISION:** *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Director of Special Education.
- No supervisory responsibilities.

**WORKING CONDITIONS:** *(Physical/sensory requirements and environmental conditions.)*

- May serve more than one building site within the school district;
- Business travel is required;
- Work may require extended hours including early morning, evening, and weekend activities;
- Work is performed during the traditional school year and may include some additional days;
- This is light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.*