

Special Programs Data Outplacement Specialist

Reports to: Director of Special Services

Location: Internal Position in District

Position Overview:

Each task requires exceptional knowledge and capabilities of the PowerSchool student information system, Microsoft Excel, Microsoft Access, and the IWAS system. Most tasks are performed daily. Some tasks require extensive monitoring and extra hours of work to be completed either after work or on a weekend. All duties require working closely with the District Special Education Director or designee. This is a position, which is subject to IDEA grant availability.

This position focuses on outplacement schools: Country Club Hills Tech and Trade Center, St. Coletta's/Kennedy School, I Can Dream Center, and Southwest Cooperative schools in 2019-2020. This list will be updated, as necessary to meet the needs of students.

Qualifications/Skills:

- Familiarity with ISTAR and Embrace IEP Programs
- Advanced knowledge of all Microsoft Programs for query and data capabilities.
- Advanced knowledge of scheduling/gaining information in PowerSchool.
- Excellent Communication Skills to ensure that PowerSchool, Embrace, SIS, and ISTAR match at all times.
- Ensures that invites and scheduling of IEP meetings in Embrace takes place for all locations listed.
- Enters documentation to ensure that ISTAR is updated, accurate, and matches SIS.
- Monitors error reports and communicates issues to the Director of Pupil Personnel Services or his designee.
- Other reporting issues using the programs as requested.

This is a grant funded stipend of \$5,000.