

DUE PROCESS SPECIALIST



Department:	Special Education
Reports To:	Director of Special Education
Group/FLSA Status:	Certified Staff (CSA) / Exempt (Professional)
Revised:	1/29/2019

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

The Due Process Specialist assists in the planning, assessing, developing, monitoring and implementing of special education due process procedures in SWWC programs and member districts.

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

- Plans and carries out in-services to meet staff development needs in the area of special education due process, laws, rules, regulations and procedures including annual trainings such as: *SPED Bootcamp, Files Files Files, Evaluation Writing, IEP writing, etc.*;
- Leads MDE due process monitoring and compliance and assists the SWWC and districts with monitoring of files, submissions, tracking and corrective action plan development and implementation;
- Provides technological support for computerized IEP program;
- Interprets state and federal special education laws and provides guidance, training and recommendations to ensure compliance;
- Plans and carries out regional due process meetings with district staff on a regular basis;
- Attends administrative meetings to share due process information;
- Provides guidance and training regarding restrictive procedures and gathers and submits district restrictive procedure data to the MDE;
- Coordinates crisis prevention training and tracking;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- 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.)*

- Comprehensive knowledge of the principles and practices of a Special Education Teacher;
- Comprehensive knowledge of special education laws, rules, regulations and procedures;
- Thorough knowledge of computerized IEP program;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students, parents, school staff, administrators, and outside agencies;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to collect, read, summarize, compare, and apply data;
- Ability to communicate effectively, both verbally and in writing, with students, parents, school staff, administrators, and other agencies;
- Ability to present to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

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.

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 school district;
- Business travel is required;
- Work may require long hours including early morning, evening, and weekend activities;
- Work is performed during the traditional school year and may include some additional days during the summer;
- 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.