

West Orange-Cove CISD			
<b>JOB TITLE:</b>	<b>Student Services Specialist</b>	<b>REFERENCE CODE:</b>	
<b>REPORTS TO:</b>	<b>Executive Director of Student Services</b>	<b>JOB GRADE:</b>	<b>6.0</b>
<b>DEPT./SCHOOL:</b>	<b>Student Services</b>	<b>SERVICE DAYS:</b>	<b>198</b>
<b>FSLA:</b>	<b>Non-Exempt</b>		

**PRIMARY PURPOSE:**

The role of the student services specialist is to ensure federal and state compliance on special education records, coordinate between WOCCISD and contracted services, assist with the efficient operation of the administrative office, and provide clerical services for the executive director of student services and office staff.

**QUALIFICATIONS:**

***MINIMUM EDUCATION/CERTIFICATION***

High school diploma with college hours  
 Bachelor's degree is preferred

***SPECIAL KNOWLEDGE/SKILLS***

Effective organizational, communication, interpersonal skills and effective office practices  
 Basic knowledge of office equipment  
 Knowledge of basic computer operations and skills  
 Ability to work effectively with district and campus staff, parents, and contracted staff

***MINIMUM EXPERIENCE***

Fifteen semester hours of college credit with some business orientation or equivalent business school training **OR**  
 One year of general clerical/secretarial experience

**PERFORMANCE OBJECTIVES:**

- demonstrate thoroughness, reliability, and a high degree of accuracy in performing work assignments
- work cooperatively with others and maintain a positive attitude in the work environment
- demonstrate initiative and good judgment in problem-solving and decision-making
- have good attendance and use time productively on the job
- keep informed of and comply with district and state policies, rules and regulations, and IDEA timelines and flowcharts
- accept supervisory direction and strive to improve job skills
- exercise good telephone etiquette, take reliable messages, and route to appropriate staff
- demonstrate professional standards in appearance and personal conduct

**ESSENTIAL FUNCTIONS- INSTRUCTIONAL:**

- organize and manage routine work activities of the student services department
- assist office staff, teachers, parents, and contracted services as needed
- disseminate the following to the appropriate campuses: transfer students' special education records, consent forms for evaluations, once consent is obtained provide referral packets including a flowchart with timelines

## **Student Services Specialist**

- coordinate the scheduling of all ARD meetings between WOCCISD and parents, send google invite to the appropriate Diag/ARD Facilitator/SLP, update parent contact logs, and make ARD reminder phone calls weekly
- communicate with multiple schools within Texas and out of state in order to request and send special education records for students using Texas Records Exchange (TREx), email, and phone calls
- file IEP paperwork in students' special education audit folder and mail a copy home including Procedural Safeguards in a timely manner
- update and manage SuccessEd which is the Special Education Management System (SEMS) for students receiving special education services including State Performance Plan (SPP) data
- provide diagnosticians, speech therapists, and contracted services with re-evaluation lists; notify occupational and physical therapists of recommendations for evaluations or need for a re-evaluation with a flowchart
- receive and process request from Department of Assistive & Rehabilitative Services (DARS)
- document timelines in student folders and check for compliance; assist in posting all student information into the Special Education Management System (SEMS)
- reconcile 163 reports from Skyward and SuccessEd monthly
- maintain confidentiality at all times
- perform other duties as assigned by the executive director of student services

### **EQUIPMENT USED:**

Texas Records Exchange (TREx) request and submissions  
Apple Macintosh, IBM computer systems  
Printers  
Fax, copier, scanner, telephone and other general office equipment

### **WORKING CONDITIONS:**

General office environment  
Daily interaction with district and campus staff, parents, and contracted services  
Frequent telephone and copy machine use  
Frequent lifting of audit folders and boxes  
Work with frequent interruptions

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties and skills that may be required.

**Student Services Specialist**

Signature

Date