



Job Title: Specialist, Special Education

Department: Special Education
Reports To: Executive Director, Special Education
Grade: CA-15
Number of Days: 12 Months
Security Access: Mason Education Service Center
Current Date: November 21, 2016
Overtime Status: Non-Exempt

Position Summary: Responsible for the implementation of the district's special education and homebound web-based coursework program. Ensures regular updates are performed to the courseware program for optimal functioning. Reconfigures computers at building sites that do not have the ability to run the program. Provides monthly trainings to teachers and other district personnel in utilizing the program and interpreting student reports. Facilitates student enrollment in the educational courseware program. Manipulates and monitors student information and data. Troubleshoots and diagnoses courseware and computer issues. Creates reports as required. Assists students in accessing and using the web-based courseware.

Qualifications/Job Requirements:

Minimum Qualifications: Associate's Degree and/or 3+ years' experience managing web-based software applications. Proficient in Excel spreadsheets, Word documents, PowerPoint, Access, and Outlook.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

Homebound Duties

- Track number of homebound students on A+ lessons completed and corresponding grades for Homebound Coordinator and Administrative Assistant.
- Add students; assist with assigning them to their courses and running reports for the work completed in each course.
- Track homebound students and their progress for Homebound Coordinator and/or Administrative Assistant.
- Problem-solve for students who are having log-on issues or can't move forward to the next lesson.
- Problem-solve for students who cannot access their courses or lessons or who can't access the content of a lesson.

- Assist homebound students and their parents to modify their computers in order to access the A+ program and their assigned courses.
- Monthly trainings for A+ at Wilson as well as small group or individual trainings as needed by traveling to various school sites.

Credit Recovery Duties

- Assign teachers rights to A+.
- Assign teachers to their schools and create their classes.
- Assign students to their class and assign requested courses to each student while paying attention to Lexile scores and ability levels.
- Assist teachers with running reports for the work completed in each course.
- Correct log-on issues for teachers and students.
- Remove students and their coursework from A+ as requested by their teacher.
- Act as a gatekeeper to ensure teachers give grades based on the correct amount of lessons completed.
- Monthly trainings for A+ at Wilson as well as small group or individual trainings as needed by traveling to various school sites.
- Provide onsite technical support as needed for teachers and students.

A+ Program Duties

- Develop A+ training for teachers and update training in correlation with A+ courseware changes.
- Maintain A+ application and confirm all updates are completed on a regular basis.
- Work with ISS Applications Support personnel to ensure A+ application is functional and accessible to all sites and to all homebound students.
- Perform a districtwide mass move of all students in A+ during the summer each year to their correct school and grades; this must be done individually for each student.

Skills and Abilities Required:

- Strong problem solving skills to assist students and teachers working with the web-based instructional program.
- Ability to facilitate skills acquisition for teachers and students in accessing the web-based instructional program.
- Ability to communicate on a positive level with students, school site, and departmental staff.
- Ability to communicate clearly, concisely and effectively, both orally and in writing.
- Ability to work cooperatively and collaboratively with students, parents, school site staff, and department staff.
- Strong computer skills including Microsoft Office, Internet, e-mail, and educational software.
- Ability to communicate to large and small groups of people.
- Ability to work independently in solving problems.

Supervisory Responsibility: None

Working Conditions: Standard office environment

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