



## George County School District

# Special Education Data Coordinator Job Description

### Job Purpose

- Ensure compliance with established policies, procedures, and regulations related to special education programs and services.
- Coordinate, collect, manage, and maintain accurate special education data required for district operations and reporting to the Mississippi Department of Education.
- Support the Special Education Department by maintaining data systems, records, and documentation necessary for monitoring program compliance and improving services for students with disabilities.

### Knowledge, Skills, and Abilities

- Knowledge of special education procedures, compliance requirements, and applicable federal and state laws governing special education programs.
- Knowledge of student information systems, special education databases, and data reporting processes.
- Knowledge of office procedures, record keeping practices, and data management systems.
- Ability to use computers, technology, and applicable software programs to manage and maintain records and data systems.
- Ability to analyze and verify data to ensure accuracy and compliance with reporting requirements.
- Ability to review, understand, and apply concepts presented in training programs, conferences, and professional literature.
- Ability to organize and coordinate multiple assignments, records, and reporting timelines.
- Ability to communicate effectively in both written and verbal formats.
- Ability to establish and maintain effective working relationships with staff, administrators, and community agencies.
- Ability to provide guidance and training to staff regarding data procedures and compliance requirements.
- Ability to maintain strict confidentiality of student, personnel, and district records.
- Ability to work cooperatively with staff at all levels within the district.
- Ability to demonstrate professional and personal characteristics necessary for working effectively with school personnel and members of the community.
- Ability to follow and enforce district policies, procedures, and administrative regulations.

### Minimum Qualifications

- High School Diploma or equivalent required.
- Associate's Degree with coursework in business, office procedures, word processing, or records management preferred.
- Successful experience of an increasingly responsible nature in public service, administrative support, or executive secretarial positions preferred.
- Experience working with data management systems, student information systems, or educational databases preferred.
- Demonstrated proficiency with computers, data entry, and office productivity software.

### Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Review Individualized Education Programs (IEPs) to ensure accuracy, quality, and compliance with special education regulations.
- Monitor special education records and documentation to ensure compliance with timelines and procedural safeguards.
- Coordinate with school administrators regarding special education caseloads, schedules, and transportation needs.

- Assist in overseeing eligibility determinations and reevaluation processes for students receiving special education services.
- Coordinate related services associated with special education placements.
- Assist with Child Find referral activities and related documentation.
- Coordinate and manage the annual December 1 Child Count reporting process.
- Collect, verify, and accurately enter student data required for state and federal reporting.
- Maintain and manage special education data systems and databases used for compliance reporting and program monitoring.
- Collect and report data related to Least Restrictive Environment (LRE), evaluation compliance, Part C to Part B transition, secondary transition services, post-secondary outcomes, and other required data elements.
- Assist in the preparation and submission of reports, records, and documentation required by the Mississippi Department of Education.
- Maintain communication with the Mississippi Department of Education to stay informed of state mandates, reporting requirements, and accreditation standards.
- Assist with monitoring and maintaining compliance with special education policies, procedures, and regulations.
- Serve as a liaison between the Special Education Department and outside agencies that provide services to students with disabilities.
- Coordinate with agencies and service providers that partner with the district for special education services.
- Assist with the management and coordination of specialized special education programs and data systems utilized by the district.
- Process publications, advertisements, and documentation related to the Special Education Department as needed.
- Maintain organized filing systems to ensure safe retention and efficient retrieval of student and departmental records.
- Process requests for student information and educational records in accordance with confidentiality guidelines.
- Process all purchase requisitions, invoices, claims and travel reimbursements for the Special Education Department.
- Annually discard or shred records in accordance with Mississippi Department of Education guidelines and school board-approved record retention procedures.
- Assist in upholding and enforcing district rules, policies, and administrative regulations.
- Provide assistance with staff development related to special education data systems, procedures, and compliance requirements.
- Attend trainings, workshops, and conferences to remain informed of updates from the Mississippi Department of Education.
- Assist in collecting and maintaining demographic and enrollment data required for district and state reporting.
- Perform other job-related tasks as assigned by the immediate supervisor or superintendent.
- Limited travel to and from meetings may be required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

**Reports to:** Director of Special Education  
**Terms of Employment:** 240 Days

**Supervises:** N/A  
**FLSA Status:** Non-Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

\_\_\_\_\_ Employee's Printed Name

\_\_\_\_\_ Employee's Signature & Date

\_\_\_\_\_ Supervisor's Signature & Date