



'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Special Education Compliance Coordinator

****Re-Advertise****

OPEN: March 5, 2019

EXEMPT: No

SALARY: 8 (\$21.82 -24.44 per hour DOE)

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full Time

CLOSES: March 20, 2019

JOB CODE:

DIVISION: Education

DEPARTMENT: Lummi Nation School

SUPERVISOR: SpEd Director

VACANCIES: 1

JOB SUMMARY: This position is located within the LNS K-12 Program responsible for variety of task related to performing management, reporting compliance and administrative functions associated with the K-12 Specialist Education Program. Ensures compliance with abides by time lines of reporting requirement with State Compact and Local entities applicable to Lummi Nation School operations. Maintain and/or document confidential issues pertinent to K-12 Special Education rules, laws and regulations, projects, files and data. Serves as a member of the administrative team, performing both routine and complex level work. Works under limited direction and performs duties as assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

Coordinating

1. Responsible for scheduling all IEP and evaluation meetings and monitoring IEP and evaluation end dates to ensure compliance.
 - a. Responsible for parent contact when scheduling meeting. Responsible for ensuring 2 additional reminder calls are sent out for all IEP and Evaluation meetings.
 - b. Will be responsible for working with Sped Liaison to assure parent involvement, parent contact and student records are complete.
 - c. Create meeting invites in NASIS and ensure parent, teacher, and IEP folder copies are deliver and filed.
2. Will work closely registrar in identifying students and services.
3. Will coordinate staff and resources for State or Federal Audits of SPED Department.
4. Works with departmental staff and educational management/ directors to coordinate reporting accuracy specific to the Special Education Department.

Reporting/Compliance

5. Maintain excel spreadsheet on current SPED students; services, IEP due date, Evaluation Due date, related services, and case management.
6. Responsible for managing the NASIS and WESPAC data base with Special Education information as directed by the SPED Director.
 - a. Responsible for NASIS and WESPAC clear up; disability code changes, students being exited from SPED, and new SPED students identified.

- b. Monitoring, managing, and updating students documents and files as well as create files for new SPED students.
- c. Will send Special Education documents when record request is received and also request special education documents when new student enrolls at LNS.
- d. Responsible for running NASIS reports on student counts.
7. Evaluates priorities and independently address requested and mandated reporting requirements as required by the State Compact and Special Education Regulations.
 - a. Assist the SPED Director with mandatory SPED reporting requirements with Federal and State Agencies, as needed.
8. Prepares, edits and/or updates procedures, reports and other documents specific to Special Education and required by the BIE and State
 - a. Assists with the development of policies, procedures, annual reports, funding reports and data system compliance-specific to the Special Education Department

Office Management

9. Will be responsible for time management of Special Education Director and keep and updated calendar of her schedule.
10. Keep and updated phone log of special education staff and will also be the contact person for special education staff calling in.
11. Will be responsible for job openings of a special education position when the Education Division office Manager is unavailable.
12. Will submit all special education staff payroll/AP/contracts in timely manner.
13. Responsible for all travel documents for special education staff, and will ensure that all receipts have been scanned and turn in to accounting.
14. Maintain supplies and other office materials for all special education staff
15. Works with the SPED Director and Principals Office to formulate, revise as needed, adjust and monitor the annual budgets for the SPED Programs.
16. Organizes, updates, and maintains purges and archives database, files, records and other documents according to BIE and State Compact guidelines.
 - a. Responsible for managing inactive files as well as archive students that are older than 5 years.
 - b. Monitors, collects, researches, verify, enter, updates and retrieves computer data as necessary.
17. Participates as part of the LNS administrative and management team in planning, systems analysis, program evaluation, cost estimating and problem-solving activities.
18. Performs all other duties on behalf of SPED Director or other management personnel as assigned.

MINIMUM QUALIFICATIONS:

- Associates Art & Science Degree in General Direct Transfer
- Bachelor of Arts Degree in Education preferred
- 3 years-experience working for an educational institution.
- 2 years-experience with computer operation and a variety of office and system software including, student data base, Word Processing, Spreadsheet, Presentation and various applications pertinent to the educational system function.
- 1 year experience working with Native community members.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrated ability to coordinator projects and tasks closely with supervisor and follow prioritized task lists as well as manage multiple assignments simultaneously.
- Ability to use complex problem-solving skills to creatively and successfully solve problems.
- Must have interpersonal and management experience

- Must possess relevant and effective communication, personnel organizational skills relevant to maintaining effective departmental relations.
- Knowledge of and experience with various federal compliance requirements pertained to educational institutions.
- Ability to effectively manage data base systems; creating report to determine accuracy for funding purposes
- Ability to accurately and completely enter data and creates reports
- Must have knowledge of management principles, procedures, functions and practices, record-keeping and telephone systems, business mathematics, budget preparation, bookkeeping, and English composition and grammar.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Complete or attend training in substance abuse prevention and intervention with at-risk students.
- Complete or attend training in First Aid, CPR and Mandatory reporting.
- Proof of U.S. Citizenship.

TERMS OF EMPLOYMENT:

- All elements of this job announcement apply.
- Academic School Year – 12 Month Contract
- Salary depends on qualifications.
- 90 Day Orientation Applies

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.