

# Branch ISD

## Job Description



**Job title:** Manager of Special Education Data & Compliance

**Work Location:** Waldron Center

**Classification:** Non-BIO

**Reports to:** Asst. Superintendent of Special Education

**Full Time**

**Substitute**

**Exempt**

**Schedule:**

**Part Time**

**Temporary**

**Nonexempt**

M-F 7:30am to 4:00pm

### Requirements:

1. Education:

- a. Bachelor's degree in a computer-related field or Special Education preferred; Associate's degree in a related field with significant experience may be considered.

2. Experience:

- a. 3–5 years of experience working with student data in a school or district setting is preferred. Experience with data extraction and analysis tools is required.
- b. extensive experience with Microsoft Office software and Google Suite
- c. two years' experience in a secretarial/clerical position with appropriate management responsibilities

### Essential Functions:

1. Mental Tasks:

- a. Ability to demonstrate appropriate verbal and written communication in dealing with students, staff, and the general public.
- b. Ability to be a team player with other departments.
- c. Ability to be flexible under stressful situations.
- d. Ability to learn new technology to improve job performance.
- e. Ability to demonstrate necessary organization skills.

2. Physical Tasks:

- a. Ability to sit for long periods of time.
- b. Ability to work beyond a forty-hour week, if necessary.
- c. Ability to write and type; requires manual dexterity.
- d. Ability to lift and move objects of at least 30 lbs. at least ten feet or more, (i.e. reams of paper, files, equipment, etc.)
- e. Ability to hear within normal range to communicate with staff and the public.
- f. Sufficient visual ability to read written communications and print on monitors.

3. Equipment

- a. Ability to utilize electronic equipment and other necessary equipment such as telephones, computers or various types, IPAD, printers, copiers, and calculators.
- b. Ability to utilize various software and web-based applications.

### Policy Requirements:

1. Adhere to all Board policies, department policies, and established administrative procedures
2. Attend all required meetings and submit required paperwork on time.
3. Maintain security according to identified system.
4. Follow administrative or supervisor directives, verbal and/or written.
5. Maintain confidentiality
6. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.
7. Demonstrate acceptable ethical standards of the position.

### Job Performance:

1. Communication and interpersonal relationship skills expected:

- a. Communicate clearly and accurately when writing/speaking.
- b. Communicate concerns, thoughts, and/or ideas to appropriate:
  - i. Teacher
  - ii. Administrator
  - iii. External personnel
  - iv. Other appropriate individuals as necessary
- c. Maintain an environment that is conducive to student learning and collegial with coworkers.
- d. Assist other personnel as needed

2. Management and organizational skills expected:
  - a. Effectively organize work tasks/duties and prioritize appropriately.
  - b. Complete assignments and work tasks accurately, on time, and without constant supervision.
  - c. Prioritize work accurately.
3. Application of job knowledge expected:
  - a. Demonstrate logical problem-solving skills.
  - b. Demonstrate skill data entry and clerical functions, utilizing office equipment, materials, and resources.
  - c. Meet specific performance objectives developed jointly with immediate supervisor.
  - d. Demonstrate ability to use technology to perform basic work responsibilities such as data collection, data analysis, electronic communications, etc.
  - e. Knowledgeable of "Family Rights to Privacy Act".
  - f. Knowledgeable of Special Education laws.

**Duties:**

**1. Essential Duties and Responsibilities**

- a. System Support & Data Entry: Maintain and provide technical assistance for the Special Education Information Systems (Infinity/Illuminate) and Student Information Systems (e.g., Skyward). Perform accurate and timely data entry for student records and educational programs.
- b. Reporting & Data Analysis: Create and run reports from various databases to meet district and state requirements. Develop sophisticated data analysis spreadsheets and "data portraits" to assist in the evaluation of program effectiveness and student progress.
- c. Compliance Monitoring: Track and analyze special education data relative to State Performance Plan indicators and proactive monitoring processes to ensure adherence to IDEA and MARSE regulations.
- d. Pupil Accounting & State Submissions: Assist in gathering and preparing data for the Michigan Student Data System (MSDS), Managing Teacher Student Data Linkage (TSDL) reporting, and the resolution of Unique Identification Codes (UICs) and the certification of high-value reporting data.
- e. Proportionate Share Data: Monitor and maintain accurate records for proportionate share data to ensure federal funding compliance for students in non-public settings, including Federal Program Payroll certifications.
- f. Professional Support: Provide technical support and consultation to local school districts regarding data entry standards and reporting procedures.
- g. Documentation: Maintain systematic reporting capabilities and documentation of data systems and standards to ensure a secure and timely flow of information.
- h. Other duties and responsibilities as assigned

**2. Data Management & Pupil Accounting**

- a. FTE & State Reporting: Manage the accurate collection and submission of Full-Time Equivalency (FTE) data for membership counts and prepare all necessary state reporting data for the Michigan Student Data System (MSDS).
- b. Data Integrity: Ensure data integrity by reviewing and resolving errors arising from the certification process and verifying the completeness of all educational records.
- c. UIC Management: Utilize state applications to submit and resolve Unique Identification Codes (UICs) for student tracking.
- d. Out of County Reporting: Preparing specific "Out of County Student Reports" for both Fall and Spring counts

**3. System Administration & Integration**

- a. Data Synchronization: Regularly monitor and troubleshoot the integration and data "sync" between the Student Information System (Skyward) and the IEP system (Kelvin Infinity) to ensure demographic and service data are identical across platforms.
- b. Security & Access: Manage user permissions and access levels within the IEP and SIS systems, ensuring staff have appropriate access while maintaining FERPA compliance.
- c. Technical Assistance: Serve as the primary "Help Desk" for district staff regarding data entry standards, system navigation, and troubleshooting within Kelvin Infinity.

**4. Knowledge, Skills, and Abilities**

- a. Technical Proficiency: Strong expertise in Excel (data manipulation/formulae), relational database technologies, and reporting tools.
- b. Advanced Spreadsheet Functions: must be proficient in advanced Excel or Google Sheets functions (e.g., Pivot Tables, VLOOKUP/XLOOKUP, and Data Visualization)
- c. Analytical Skills: Ability to translate complex business logic into data processes, establish facts, and draw valid conclusions from large datasets.
- d. Regulatory Knowledge: Familiarity with federal and state special education laws, policies, and pupil accounting procedures.
- e. Communication: Excellent interpersonal skills to maintain rapport with colleagues and constituent districts through professional conduct.
- f. Confidentiality: Demonstrated ability to maintain strict confidentiality of student records in compliance with applicable

laws.

- g. Organization: Ability to manage multiple priorities, implement time management strategies, and meet rigorous, deadline-driven mandates.
- h. Process Improvement: Ability to evaluate current data entry workflows and suggest "Standard Operating Procedures" (SOPs) to reduce manual errors.
- i. Training & Communication: Ability to translate complex technical requirements into simple "cheat sheets" or training materials for non-technical teaching staff.
- j. Attention to Detail: High level of precision in identifying small data discrepancies that could impact district funding or legal compliance.

<b>Employee Name:</b>	<b>Employee Signature:</b>	<b>Date:</b>
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Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This is job description is not to be construed as an exhaustive list of all requirements and job duties and does not constitute a contract for employment. This job description is subject to change at any time.

<b>Date Created:</b> March 2026	<b>Revisions:</b>
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