

JOB DESCRIPTION

TITLE ESE DATA SPECIALIST

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate. Knowledge and skill in the use of computer and TERMS. Knowledge of Special Education coding and compliance data with three to five years of school site experience. Ability to use email.
Language Skills	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small groups situations to other employees of the organization and Florida state and county personnel.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally be required to work near mechanical parts with minimal risk for electrical shock. The noise level in the work environment is usually moderate.

REPORTS TO Executive Director of Exceptional Student Education

GENERAL RESPONSIBILITIES

1. Audits and works with all school sites to maintain accurate ESE data for FTE, state, federal reporting and for program monitoring at the district level.
2. Assists with district Medicaid billing and documentation.

SPECIFIC RESPONSIBILITIES

1. Audits data sheets for exceptional students received from all school sites.
2. Communicates with school sites regarding FTE, scheduling, error correction, and data entry codes.
3. Collaborates with the FTE Department on data integrity.
4. Provides training for school site data entry clerks and ESE secretaries.
5. Provides district ESE and FTE staff with student data for monitoring allocations and school planning.
6. Enters schedules and monitors FTE for Parentally Placed Private School Students and Hospital/Homebound students.
7. Tracks encounter logs submitted by service providers at school sites.
8. Assists district ESE staff with data pertinent to planning and programming for students with disabilities.
9. Collaborates with Technology Department on reports necessary for ESE accountability.
10. Performs other duties as assigned.