LAKELAND SCHOOL SYSTEM
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NEW

# Job Description

**Job Title:** Special Education Specialist

**Exemption Status:** Exempt

**Reports to:** Special Education Director

**Salary Schedule:** 12-Month Specialist

**Dept./School:** Central Office

**Date Approved:** May 12, 2025

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**Primary Purpose:**

To provide comprehensive clerical and administrative support for the Special Education department by managing data systems, coordinating compliance-related activities, and supporting staff to ensure efficient operations and adherence to district, state, and federal requirements.

**Minimum Training and Qualifications:**

High school diploma or equivalent

A minimum of three (3) years of successful clerical experience

Highly proficient in IEP program(s)

Highly proficient in the use of computers to include database, spreadsheet and word processing applications

Knowledge of basic office procedures and equipment

Strong interpersonal skills with the ability to establish and maintain cooperative working relationships with teachers, staff, parents

Excellent organizational, oral and written communication skills

Ability to provide excellent customer service

Experience as a school-based special education clerical preferred

**Performance Responsibilities:**

1. Responsible for TNPulse district account management and data reporting, including EIS and ADM reporting.
2. Coordinates transition meetings with TEIS within federal timelines.
3. Maintains and coordinates documentation and other requirements for preschool licensing.
4. Provides training and on-campus support to school-level special education clericals.
5. Assists with purchasing processes, including organizing and maintaining documentation of purchases.
6. Assists with the organization of, communication for, and registration of community events that pertain to special education.
7. Organizes and maintains special education equipment inventory.

8. Serves as the contact for contracted services providers.
9. Organizes and scans historical student files from all campuses.
10. Serves as the district initial point of contact for parents and guardians, and others seeking information regarding special education services and programs in Lakeland School System.
11. Answers incoming calls and responds appropriately to requests for information.
12. Prepares, disseminates and maintains materials, correspondence, data analysis, and reports.
13. Files correspondence, records, and other information in an efficient manner.
14. Processes, logs, and distributes all incoming records and correspondence received in the Special Education department.
15. Maintains confidential files and other information.
16. Compiles and processes a wide variety of documents and materials for the purpose of supporting program activities, disseminating information/materials, and maintaining compliance with program, district, state, and/or federal requirements.
17. Attends relevant training and professional development as assigned.
18. Performs other duties that may be assigned by the principal or superintendent.

**Clearances and Testing:** *(at expense of applicant)*

Criminal Justice Fingerprint/Background Clearance
Pre-employment physical exam & TB Test

The **Special Education Specialist** maintains a forty (**40**)-hour work week. This is a twelve (**12**) month position with work hours and salary determined by the Board. Performance of this job will be evaluated according to procedures established by the Human Resources Department. On-site attendance at the assigned location or locations is an essential function of this job.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

*Lakeland School System offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information and adheres to the provisions of the Family Rights and Privacy Act (FERPA).*