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**Specialist I (Compliance, Data & Finance) – Individuals with Disabilities Education Act (256)**  
**Special Education Services, Hodge Building, Oklahoma City**

*(Applications will be accepted for this unclassified vacancy until position has been filled)*

**GENERAL DESCRIPTION**

Under direction, coordinate, monitor and provide technical assistance on the completion of the application/claim process and federal special education reporting for the Individuals with Disabilities Act (IDEA), Part B. Perform related work as required.

**MINIMUM QUALIFICATIONS**

- High school diploma and course work/degree from an accredited college or university *[official transcript(s) required upon hire]*.
- Experience in financial procedures, budgets and audits within education or other closely related field.
- Applicants must be willing and able to perform necessary job-related statewide travel *(including but not limited to, regular overnight stays of 1-3 nights at a time in some instances)*.

**KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of scientifically based special education programs and the associated principles;
- Thorough knowledge of theory and practices of federal and state school law, rules and regulations, especially as they pertain to special education programs;
- Knowledge of the procedures and techniques of grant application and claims processing; ability to promote the understanding of compliance issues pertaining to the IDEA;
- Ability to adapt to an automated work environment using technology; to maintain quality documentation and records;
- Ability to establish and maintain effective working relationships with fellow employees, local and federal school officials and the general public; to express ideas clearly and concisely both verbally and in writing; to appraise a situation and adapt; to direct, conduct, coordinate and implement adequate special education programs; to express ideas clearly and concisely; to conduct meetings and workshops; to judge a situation correctly and adopt an effective course of action;
- Commitment to team work, consensus management and participatory decision-making process;
- Conscientious commitment/willingness to provide courteous, consistent, efficient service through performance of prescribed job duties;

**EXAMPLES OF WORK PERFORMED**

- Assess local education agency special education programs for the United States Department of Education – Office of Special Education Programs compliance requirements and evaluate the district's program strengths and weaknesses;
- Produce high quality reports and other documents pertaining to IDEA;
- Use data and collaborate with agency staff to improve services to students with disabilities by organizing and assisting with professional development in scientifically-based researched programs to disseminate current ideas, methods, techniques, and uses of materials;
- Disseminate information on best practices, methods and resources to school personnel;
- Maintain program records and prepare reports as required;
- Read and review district applications for IDEA sub-grants and provide technical assistance as needed;
- Examine claims and revisions and audit according to the policies and procedures of the Oklahoma Cost Accounting Manual and in accordance with federal program requirements;
- Generate school payments for approval and financial processing;
- Coordinate and implement monitoring activities to establish corrective actions and provide technical assistance regarding compliance reviews;
- Perform other related work as required and assigned.

**COMPENSATION**

Annual Salary - \$38,000      Retirement Contribution - 7% of annual salary      Insurance (health, life, dental, disability) - \$7,691

*Additional benefits include 11 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.*

Code: 7152

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