



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Administrator of Monitoring, Compliance and Data Collection
Reports To: Assistant Superintendent for Special Education
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: Assistant Superintendent of Special Education - LM
Prepared Date: 05/2013
Last Revised Date: 05/2013

Summary:

Directs and coordinates regulatory and data collection activities for special education programs/services in Kalamazoo County

Essential Duties and Responsibilities:

- Conduct monitoring review as defined by OSE standards
- Conduct complaint investigations and completes reports
- Coordinate state initiative grant implementation (Cash Match, transition, and other)
- Supervise and evaluate performance of assigned staff
- Coordinate personnel approval process
- Coordinate student count data
- Coordinate Medicaid billing activities and conduct staff training
- Initiate and/or guide positive system changes and county-wide staff development
- Interpret laws, rules and regulations to students, parents and staff
- Oversee the preparation of federal, state, and local regulatory agencies
- Oversee use of web based information systems: TIEnet, Pinnacle, others
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Master's degree (M.A.) or equivalent; full approval as a supervisor of special education and four to ten (4-10) years related experience and/or training.

Certificates, License, Registration:

Full Approval as a Supervisor of Special Education

Other Skill & Abilities:

- Effectively present information in front of groups and engage an audience
- Ability to communicate effectively including listening
- Delegate work assignments as appropriate
- Keep administrator apprised of department activity
- Work in a team oriented fashion
- Ability to efficiently use computer and applicable software
- Ability to problem solve
- Ability to read, analyze and interpret data
- Ability to write reports, correspondence, policies and procedures
- Maintain confidentiality
- Display willingness to support and make decisions with sound judgment in a timely manner
- Develop strategies to achieve department goals
- Perform duties as workload necessitates
- Adapt to frequent changes in the work environment
- Use equipment and materials properly
- Practice safe work habits

Supervisory Responsibilities:

Directly supervises assigned employees; carries out supervisory responsibilities in accordance with the organization's policies and applicable law

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.