

**SANBORN REGIONAL SCHOOL DISTRICT  
JOB DESCRIPTION – STUDENT SERVICES DATA COORDINATOR**

Job Title	Student Services Data Coordinator
Supervisor	Director of Student Services
Qualifications:	High school diploma and advanced training of office procedures and skills preferred. Experience as an administrative assistant with experience in a central office setting preferred. Knowledge of Microsoft Office software and various special education software preferred. Ability to work with staff, parents, community members, and state and local organizations.
Purpose	To assure the smooth and efficient operation of the student services office so the maximum positive impact on the education of children can be realized.
Performance Responsibilities	<ul style="list-style-type: none"> <li>● Maintain NHSEIS, LUMEA, ALCITY, Infinite Campus, I4See &amp; Easy File programs.</li> <li>● Audit of all special education student files and Medicaid reporting.</li> <li>● Communicate, troubleshoot, and assist all building coordinators and case managers in the NHSEIS and LUMEA programs.</li> <li>● Assist with out-of-district students in regards to scheduling meetings, and preparation of all forms which include referrals, evaluations, and Individualized Education Plans. Enter all information into the NESEIS program.</li> <li>● Audit, file, and enter electronic signatures into the NHSEIS program.</li> <li>● Maintain NHSEIS and LUMEA programs for compliance.</li> <li>● State reporting as required by SAU offices (Beginning of Year, End of Year, special education memos requiring deadlines and action).</li> <li>● Maintain all special education student records.</li> <li>● Train all para-professionals in the LUMEA program.</li> <li>● Assist and maintain Fremont student special education paperwork</li> <li>● Document scan of all inactive/active students and keep the filing of those students organized.</li> <li>● Assist with phone calls related to the SAU 17 Central Office.</li> <li>● Ensure confidentiality of information processed by the office.</li> <li>● Other duties as assigned by the Director of Student Services.</li> </ul>
Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.
Terms of Employment	Refer to School Board Policy GDB
Evaluation	Evaluation by the Director of Student services in accordance with district policies

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.*

September, 2021  
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