

## POSITION DESCRIPTION

<b>TITLE:</b>	Special Education Registrar	<b>SUPERVISOR:</b>	Director of Special Education
<b>DEPARTMENT:</b>	Division of Teaching & Learning	<b>CLASSIFICATION:</b>	Classified

**I. Accountability Objectives:**

Performs, under minimal supervision, specific duties associated with the district-wide registration of students with disabilities. This includes maintaining a comprehensive database of all students with disabilities and preparing a variety of reports for use at the local, state and national level.

**II. Position Characteristics:**

Salary: On schedule  
Length of Contract: 12 months

**III. Position Relationships:**

Supervisor: Director of Special Education  
Coordinates with: Student Services Staff, special education teachers, related services providers, building secretaries and registrars  
Type of coordination: As directed by administrators or others with coordination responsibilities

**IV. Position Qualifications:**

A. Required experience and training:

1. High school graduation with course work in secretarial skills, or at least two years of relevant secretarial experience.
2. Completion of recognized training in computer software programs (e.g., Microsoft Word, Works, Excel, Front page, Power Point). Microsoft Mouse certification preferred.
3. Some experience, preferably in a school setting, working with student records and/or maintaining a database.
4. Successful completion of a clerical/secretarial skills test.

B. Special requirements of the position:

1. Must demonstrate a clear commitment to accuracy and be able to pay attention to detail.
2. Must have solid interpersonal skills and an ability to get along with people.
3. Must be able to maintain confidentiality.
4. Must be able to work successfully on several projects simultaneously.
5. Must demonstrate a service orientation when working with students, staff and administrators.
6. Must demonstrate the ability to exercise sound judgment and make good decisions.
7. Must have knowledge of the record keeping required to maintain accurate records for students with disabilities.

**V. Position Responsibilities:**

- A. Process special education referrals and evaluations.
- B. Prepare evaluation recommendations which include gathering necessary reports and IEPs to complete evaluation packets.
- C. Add special education students to enrollment and enter student information into the data management system.

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- D. Contact registrars or building secretaries for student starting dates or program changes.
- E. Send evaluation packets to be copied and distribute to schools for the student files.
- F. File information in student folders.
- G. Monitor placements not signed and contact parents, case managers and/or teachers.
- H. Run labels for all special education students for bulk mailings when needed.
- I. Keep data current and accurate within the data management system for all special education students.
- J. Maintain accurate projected enrollments for the next school year.
- K. Prepare enrollment information for the 3rd Friday in September and 2<sup>nd</sup> Friday in January report.
- L. Prepare the reports for the Superintendent's Office.
- M. Prepare monthly enrollment reports, which include the number of special education students receiving primary and supportive services.
- N. Maintain status for the Transfer of Service report.
- O. Keep track of Open Enrollment students who receive special education services.
- P. Coordinate with Skyward users regarding special education information. Help them with software questions and problems. Work closely with technology staff with changes in our paperwork through Skyward.
- Q. Gather all special education students' IEPs from teachers for files in the Special Education Department.
- R. Request records for special education transfer students.
- S. Send information/files to schools and organizations as requested.
- T. Serve as receptionist for answering/directing calls or messages to appropriate persons.
- U. Keep in contact with the Special Education Coordinator at Skyward with wants, needs, changes and problems with Skyward.
- V. Work with MJ Care with Medicaid eligibilities. Add students to the MJ Care website and make sure we are reimbursed for all services we can be with Medicaid.
- W. Work with Speech, OT, and PT on their Medicaid reports. Send monthly transportation reports for teachers to fill out and return at the end of the month for transportation reimbursement. Work with the Business Office with audits regarding MJ Care Monies.
- X. Collect the permission to bill Medicaid from the teachers on approximately 900 Medicaid eligible students. If the teachers do not get the permission, send it out to the parent. Maintain a list of those that are eligible and whether permission was given and the IEP dates for billing. Once permission is granted, go to MJ Care and put in permission granted so they can begin to bill.
- Y. Attend Skyward Seminars twice a year to learn of changes and ways to be more efficient in Skyward usage.
- Z. Performs other duties as assigned.

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*Eau Claire Area School District  
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**New:**

**Revised:** 12/1988, 11/1999, 10/2002 (Special Education Clerk), 11/2010, 02/2011 (Updated Position Titles); 11/2012; 06/2019

**Location:** R:\Position Descriptions\Classified\Special Education Registrar.doc