



**CENTENNIAL
BOCES**

Board of Cooperative Educational Services
www.cboces.org

Greeley Office
2020 Clubhouse Drive
Greeley, CO 80634
970-352-7404 Office
970-352-7350 Fax

Briggsdale School
Estes Park R-3
Platte Valley Re-7
St. Vrain Valley Schools
Weldon Valley RE-20J

Morgan County Office
821 West Platte Avenue
Ft Morgan, CO 80701
970-867-8297 Office
970-867-6129 Fax

Member Districts

Brush RE-2J
Morgan County RE-3
Prairie RE-11J
Weld RE-1
Wiggins RE-50J

Eaton RE-2
Pawnee RE-12
RE-1 Valley
Weld RE-9

V A C A N C Y
Please Post

Special Education Data Specialist	
Responsibilities	To maintain a full set of official files containing accurate and required information for Individualized Education Plans (IEPs) of all identified students in the BOCES; to monitor compliance with FERPA and IDEA for the maintenance and distribution of records. Facilitate CDE December 1 Student Count Report, End of Year Report and Special Education Discipline Reports.
Qualifications	<ol style="list-style-type: none"> 1. High School diploma. 2. Proficiency in data entry, word processing, computer applications, specifically Excel. 3. Prefer two years previous experience and/or training in data entry. 4. Infinite Campus and Enrich experience preferred. 5. Communicate effectively in written and oral forms.
Skills, Experience, Other Requirements	<ol style="list-style-type: none"> 1. Maintain student database and provide requested data for Director of Special Education. 2. Review and provide feedback on IEP data for accuracy. 3. Create and submit special education reports to the Colorado Department of Education. 3. Maintain a filing system for IEPs and related records. 4. Communicate with district personnel regarding special education IEP information. 5. Prepare case management data monthly and follow-up of case management records. 6. Maintain confidentiality of special education information as required by FERPA and IDEA regulations. 7. Provide ongoing training and assistance for online IEP system. 7. Assist the Director and Assistant Director of Special Education with duties as assigned
Assignment Terms / Salary	Full Time 12 Month Position, Starting Salary Range: \$35,355 - \$50,912 commensurate with qualifications and experience. Excellent benefit package including PERA, Health, Life, and Disability Insurance.
Application Deadline / Interview Timelines	Application Deadline: May 14, 2021 Interview Timelines: May 24-26, 2021
Employment Date	June 14, 2021
Submit Application Materials To:	Please apply through Applitrack at the Centennial BOCES website, www.cboces.org .

Centennial BOCES does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or disabilities in admission or access to, or treatment or employment in its educational programs or activities. Inquiries regarding Centennial BOCES compliance with Title IX, Section 504, Title VI, Title VII, American Disabilities Act – 1990, and Affirmative Action may be referred to the Equal Opportunity Affirmative Action Compliance Office for Centennial BOCES, 2020 Clubhouse Dr., Greeley, CO. 970-352-7404.