

**Mount Greylock Regional School District  
(EOE)  
Job Posting**

**Position:** Pupil Services Coordinator  
**Date of Posting:** July 2, 2018  
**Schedule:** 12-month Full Time Position, 8 hrs/5 days week  
**Start Date:** Immediately

**Requirements:**

- College Degree and background in education/grants and regulatory procedures.
- Technical expertise and writing/reporting ability
- Knowledge of DESE/PQA and Compliance/Regulatory requirements
- Three years of successful professional practice in public school setting
- Ability to write reports and business correspondence.
- Ability to establish and maintain effective working relationships with students, staff and parents.
- At least 1-3 year of comprehensive special education experience preferred
- Bachelor degree preferred
- State and Federal background checks are a legal requirement of any public school position

**Job Summary:**

Supports and facilitates federal and state compliance monitoring and reporting of the district education requirements which addresses federal and state grants, state reports and regulated program areas including: Special Education, English Learner Education, Civil Rights, Medicaid Career/Vocational Technical Education, School Choice, Home Schooling and other general education requirements under Title VI.

**Essential Duties and Responsibilities:**

- Review and monitor Coordinated program Reviews in special education, ELL and civil rights.
- Provide annual review of WIDA, MEL-O, and MCAS to assist in the level of intervention students would require.
- Work with district administration and principals monitoring state and federal grants for time/effort logs, as well as uploading student performance and participation information into the Security Portal.
- Assist/Prepare and monitor state reporting for EPIMS and School Attending Report.
- Monitor Medicaid “moments in time” and assist in monthly reporting to DPS.
- Serves as district resource to staff, parents and community agencies for students with specialized services and needs such as special education, career, vocational/technical education, home schooling, Chapter 688 referrals and transitional planning.
- Serves as a chair designee for Team meetings as administrative representative.
- Provide annual compliance training to staff on such requirements as special education, ELL and civil rights in concert with the DPS.
- Assist in developing and evaluating student programming based upon current trends, careful cost analysis and improved student outcomes.
- Assists in monitoring assignments and performance of paraprofessionals and support staff.
- Assumes other duties and responsibilities which the DPS or Superintendent may assign for the efficient and effective operation of student services in the school district.

**Supervisory Responsibilities:**

Assist the DPS in supervising special education paraprofessionals and/or staff.

**Application Deadline:** Open until filled

**How to Apply:** Apply online <http://www.schoolspring.com/>  
School Spring Job ID #2962032