

**Bridgeport Public Schools**  
**45 Lyon Terrace, Bridgeport, CT 06604**

**JOB OPENING**

**Data Support Specialist-Special Education**

**Salary: \$55,000/40 hours per week**

**GENERAL RESPONSIBILITIES:**

The Data Support Specialist-Special Education will be responsible for performing daily functions in order to maintain the integrity and accuracy of the District's special education student data in the District's Student Information System (SIS) and provide guidance and support as needed to ensure accurate reporting of special education data in the SIS and to the State of CT. Reports to and takes direction from the Manager and Assistant Manager of the Department of Data Management/Systems.

**RESPONSIBILITIES:**

- Assists in maintenance of special education data in the district's Student Information System (SIS).
- Verifies data integration between SIS and Special Education IEP program.
- Responsible for Special Education Data Application and Collection (SEDAC) reporting during reporting periods.
- Provide support and clarification to schools with Special Education IEP program issues in order to ensure accurate reporting for Special Education Data Application and Collection (SEDAC) compliance.
- Monitor student nexus information and changes, update district's Student Information System (SIS) and State of CT Public School Information System (PSIS) accordingly.
- Ensure that Special Education Office staff are accurately reporting the outplacement facilities of students outplaced per their IEP within district's SIS.
- Collect, and report seclusion and restraint data.
- Assist with verifying the special education student data for PSIS and the SEDAC-G state collections.
- Collect and verify the Teacher Course Student (TCS) data from the outplacement facilities.
- Update the special education teacher designations in district's SIS from list provided by the Special Education Office.
- Provides training, not limited to, on-site, remote, via phone and produces training documents as appropriate, related to training sessions.
- Other duties as assigned by the Department of Data Management/Systems.

**REQUIREMENTS:**

- Bachelor Degree Preferred
- Demonstrated experience with managing large volume databases.
- Knowledgeable in Database Management Systems.
- Experience with Special Education IEP programs and Student Information Systems (SIS).
- Extensive knowledge of Microsoft Office Suite.
- Ability to read and interpret Individual Educational Programs (IEPs).
- Superior written, oral and presentation skills
- Knowledge of State of CT Public School Information System (PSIS) and Reporting Portal.
- Excellent troubleshooting techniques.
- Strong organizational skills with emphasis on detail and follow-up and the ability to meet deadlines.

- Demonstrated ability to maintain complete confidentiality of student records and other information of a confidential nature.
- Demonstrated commitment to department “team” concept and the success of the organization
- Ability to maintain flexible work hours including participation at evening events/meetings as needed.

APPLICATION DEADLINE: July 6, 2018

**Qualified candidates who wish to apply should access the Bridgeport Public Schools on-line application web site:**

<http://www.applitrack.com/bridgeport/onlineapp>.

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