

Rose Management Group is an Educational Management Organization that is looking for a **Special Education Compliance Coordinator**. Rose Management Group serves five alternative charter high schools in Tucson since 1999.

This is a full-time hourly position, Monday – Friday, 8:00am-4:30pm.

Starting Hourly Rate is \$16.00

Primary Duties

- Requests and Processes records requests for SPED/504 students.
- Monitors paperwork documentation received for special education and 504 to ensure student files are complete.
- Ensures timely data entry into E-IEP Pro.
- Coordinates related services with counselors and speech therapist.
- Maintains accurate related service records and reporting.
- Monitors accuracy in signature pages and paperwork received when finalizing Rose paperwork.
- Maintains the ESS memo by updating with new students and updating deadlines.
- Communicates changes and supports school sites in finalizing paperwork, onboarding new students, and coordinating related services.
- Prepares/completes 504 paperwork
- Audits E-IEP Pro to ensure accuracy with paperwork deadlines.

Minimum Requirements/ Preferred Qualifications

- Experience in records management. Associate's degree in related field preferred.
- Fingerprint Clearance Card (IVP)
- Confident & Competent in technology
- Ability to spend a high percentage of day completing computer work, execute accurate data entry, sustained use of eyes, sit for extended periods at the computer.

Benefits

- Employer pays monthly towards your single healthcare coverage
- Dental insurance
- Vision Insurance
- \$15,000.00 Life Insurance paid solely by Rose
- AFLAC
- Long-Term Disability
- Pet Insurance

Visit our website at go2rose.com

An equal opportunity employer, committed to the strength of a diverse workplace.