



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Enrich / IEP Support TOSA**  
 Job Family: **Licensed**  
 Prepared/Revised Date: **March 11, 2022**

FLSA Status: **Exempt**  
 Pay Range: **T Salary Schedule**  
 Job Code: **21508**

**SUMMARY:** Responsible for providing support, instruction, training, counsel, and information to staff regarding Individual Education Plans (IEPs) and the Enrich program that is used to write IEPs for students with disabilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS	
1. Support staff:	<ul style="list-style-type: none"> <li>a. By providing tools and resources for using the Enrich IEP program to write IEP plans and other IEP process documents for students with disabilities.</li> <li>b. By being available to provide ongoing support about IEP processes, how IEP processes work within Enrich, and troubleshooting, as needed, using email, phone calls, Teams meetings, and/or in person meetings to collaborate and problem solve.</li> <li>c. In accessing IEPs for their students via accounts and security.</li> <li>d. By using a collaboration process to review, edit, proofread, and provide feedback about IEP content, compliance, and alignment to ensure that staff are adhering to all compliance-related policies and guidelines</li> <li>e. By creating and producing reports to assist in improving plans for students.</li> </ul>
2. Develop, plan, prepare, and facilitate professional development opportunities and staff trainings for Integrated Services staff (new staff, 1:1, school teams, small group, large group, etc.) regarding the IEP process, including:	<ul style="list-style-type: none"> <li>a. How to use the Enrich program.</li> <li>b. How to write accurate, aligned, and compliant IEPs.</li> <li>c. Relevant updates to the Enrich program and IEP processes.</li> </ul>
3. Assist with state reporting through collaboration about various aspects of data correction and management for student count at the district and school levels, including:	<ul style="list-style-type: none"> <li>a. Maintaining, correcting, and updating the Enrich database to ensure accuracy and compliance requirements.</li> <li>b. Preparing count submissions in collaboration with Integrated Services (IS), Instructional Technology (IT), and Human Resources (HR) staff for October Count, December Count, and End of Year state reporting to help find, correct, and prevent errors.</li> <li>c. Acting as a liaison with the Colorado Department of Education (CDE) on IEPs for PSD and using a review and collaboration process for IEP compliance and alignment for required IEP audits for CDE.</li> </ul>
4. Manage the technology that supports students with disabilities and serve as System Administrator for Enrich, including:	<ul style="list-style-type: none"> <li>a. Maintaining and updating Enrich User and Student Records.</li> <li>b. Maintaining and updating Enrich Security and System Settings.</li> <li>c. Maintaining and updating Special Education Plans, Actions, Documents, Reports, etc.</li> <li>d. Collaborating with IT, Curriculum, Assessments, and Records staff about Enrich.</li> <li>e. Collaborating and meeting with Colorado Enrich State Users Group (CESUG).</li> <li>f. Communicating with staff regarding instructional plans and updates to the Enrich software</li> <li>g. Maintaining a solid working knowledge of all on going enhancements to the Enrich IEP program and Compliance updates</li> </ul>



5. Collaborate: <ul style="list-style-type: none"><li>a. With teachers, support personnel, administrators, and colleagues to enhance instruction and improve student outcomes.</li><li>b. With Integrated Services colleagues to provide support to staff within PSD Zones for IEP Compliance and the Enrich program.</li><li>c. With colleagues in team, building-based, and inter-departmental meetings, and discussions.</li><li>d. With IS staff and administrators to create data-based reports about IEP plans and programs.</li></ul>
6. Demonstrate a commitment to: <ul style="list-style-type: none"><li>a. Understand, appreciate, and make accommodations for student diversity.</li><li>b. Include and engage families in the student's education.</li><li>c. Support all Poudre School District policies, procedures, and expectations.</li><li>d. Provide personal and professional excellence.</li></ul>
7. Participate in: <ul style="list-style-type: none"><li>a. Department, team, building, and district meetings and discussions.</li><li>b. Professional growth opportunities.</li></ul>
8. Attend work and arrive in a timely manner.
9. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in Special Education required, Master's degree preferred.
- More than five years of experience in special education or related field preferred.

**LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado teaching or special services provider license with appropriate endorsements required.
- CPR and First Aid certifications encouraged.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Critical thinking and problem-solving skills.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Enrich, Microsoft Word, Excel, PowerPoint, Outlook, Teams, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.



**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	0

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	