



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Enrich Support Coordinator**  
 Job Family: **Licensed**  
 Prepared/Revised Date: **January 1, 2018**

FLSA Status: **Exempt**  
 Pay Range: **T Salary Schedule**  
 Job Code: **38240**

**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: <ol style="list-style-type: none"> <li>Regarding the Enrich IEP program which is used to write plans for students with disabilities.</li> <li>Staff in accessing IEPs for their students via accounts and security.</li> <li>Staff by creating and producing reports to assist in improving plans for students.</li> </ol>
2.	Design and provide training to Integrated Services staff regarding the IEP process, including how to write accurate and compliant IEPs, and how to use the Enrich program.
3.	Assist with state reporting by maintaining, correcting, and updating the Enrich database to ensure accuracy and compliance requirements. Act as a liaison with the Colorado Department of Education on IEPs for PSD.
4.	Manage the technology budget that supports students with disabilities.
5.	Communicate regularly with staff regarding instruction plans and updates to the enrich planning software.
6.	Collaborate: <ol style="list-style-type: none"> <li>With teachers, support personnel, administrators, and colleagues to enhance instruction and improve student outcomes.</li> <li>With Integrated Services colleagues to assure that students with disabilities have the appropriate devices for communication, access to education, etc.</li> <li>With colleagues in team, building-based, and inter-departmental meetings and discussions.</li> </ol>
7.	Demonstrate a commitment to: <ol style="list-style-type: none"> <li>Understand, appreciate, and make accommodations for student diversity.</li> <li>Include and engage families in the student's education.</li> <li>Support all Poudre School District policies, procedures, and expectations.</li> <li>Provide personal and professional excellence.</li> </ol>
8.	Participate in: <ol style="list-style-type: none"> <li>Department, team, building, and district meetings and discussions.</li> <li>Student and/or family conferences and other meetings.</li> <li>Social, cultural, interscholastic, and extracurricular activities.</li> <li>Professional growth opportunities.</li> </ol>
9.	Attend work and arrive in a timely manner.
10.	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.
- Math and accounting skills.
- Critical thinking and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- 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 Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, 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			



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			
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	



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very Loud	