

We are Rose Management Group!

RM Group is an education management organization (EMO) located in Tucson, Arizona. RM Group, as an EMO, helps oversee five ROSE Academy schools, a group of alternative charter high schools with several locations in the city.

Job Summary

The RM Group is looking for a Special Education Compliance Coordinator.

Hours

8:00am-4:30pm, Monday-Friday

Location

3686 W. Orange Grove Ste. 192

Essential Job Functions

- Maintains physical and computerized special education and 504 records in student cumulative folders.
- Audits Special Education documents to ensure all paperwork is compliant in meeting State and Federal Requirements.
- Processes new student records, including requesting transcripts and records from other schools, setting up Special Education/504 Blue Folders, and entering student data into appropriate databases.
- Establishes timelines for the gathering of data, drafting and scheduling of all special education and 504 meetings for the Data Gathering Memo.
- Monitors received special education and 504 documentation to ensure all student files are compliant.
- Communicates changes in due dates, paperwork deadlines, etc. to school administration.
- Ensures timely data entry in e-IEP Pro and PowerSchool.
- Schedules meetings between related services providers and school sites.
- Coordinates the distribution of all special education and 504 documentations.

Education Requirements

- High school diploma
- Obtain and maintain an Arizona IVP Fingerprint Clearance Card

Experience Requirements

- Must possess excellent customer service, organizational, and communication skills
- Quick learner
- Strong interpersonal skills
- Confident and competent in technology

Benefits Package

- Employer pays \$286.00 a month towards your single healthcare coverage
- Dental insurance
- Vision Insurance
- \$15,000.00 Life Insurance paid solely by Rose
- AFLAC
- Pet Insurance

- Long-Term Disability

Visit our website at go2rose.com

ROSE is an equal opportunity employer, committed to the strength of a diverse workplace.