

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Special Education Staffing and Accounting Supervisor  
**Department:** Special Education  
**Reports to:** Director of Special Education  
**Prepared Date:** February 2008

**SUMMARY OF RESPONSIBILITIES**

Provides support to the Special Education Department in the areas of accounting, data reporting, staffing, purchasing, and clerical support.

**DUTIES AND RESPONSIBILITIES**

- Assists in the development of and prepares Department budgets.
- Monitors revenues and expenditures
- Supervise and coordinate the Education Data Reporting System (EDRS) for reimbursement of state and federal funds.
- Coordinate with the Director of Finance in the developing and maintaining data for reporting, auditing and information purposes.
- Supervises the tuition payables and receivables for out of district students.
- Monitor and approve all purchase orders, including capital, for Department.
- Approves vouchers, services rendered and invoices for the Department.
- Develop and maintain staffing systems, including determining staffing allocation and license requirements at each site and posting available positions; coordinate all staffing activity with Employee Services Staffing Supervisor, and report all FTE increases, decreases and/or changes to Employee Services staff.
- Supervise support staff, including hiring, performance appraisal, discipline, termination, etc.
- Coordinate use of physical space usage in Special Education Administration offices, including assigning staff cubicles, managing storage of records and files, and problem solving space and equipment conflicts.
- Performs other tasks and assumes other responsibilities as directed by the Director of Special Education.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises clerical support staff in the Special Education Department.

**EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree in accounting, business or related field.