

JOB DESCRIPTION
Cumberland County School District

SPECIAL EDUCATION COMPLIANCE COORDINATOR

Purpose Statement

The job of Special Education Compliance Coordinator was established to support and provide direct instructional assistance to the Special Education classroom teachers via a collegial and collaborative model and indirectly improve growth and functioning of special education students.

This job reports to the Supervisor of Special Education

Essential Functions

- Collects proper documentation for the purpose of meeting the required items for program participation and/or parent/guardian approval through review of IEP, attending IEP Team Meetings and following all local, state, federal guidelines.
- Collaborates with building principals, special and regular education teachers, outside agencies, parents etc. for the purpose of identifying student issues, resolving issues, receiving/conveying information, and/or developing individualized methods of instruction.
- Participates in a variety of meetings, workshops, trainings and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with local, state and federal program guidelines.
- Coordinates ongoing compliance monitoring of IEP's that includes reviewing documents to ensure delivery or quality programs; IDEA and ADA compliance at the district, state and federal level.
- Training and ongoing Mentor for special education teachers. This includes: new teacher training, Easy IEP training, attendance at IEP meetings and collaboration on specific issues.
- Represents the district in IEP meetings when appropriate to ensure compliance with the IDEA and local policies, appropriate placement and services monitoring.
- Facilitates professional development concerning compliance topics identified as needed by schools and Central Services Staff.
- Ensures that the district's IEP process is appropriate and conducted with fidelity according to the IDEA and state rules governing special education.
- Research a variety of topics (e.g. curriculum guidelines, safety training, legal requirements, instructional modeling, in-service presentations, etc.) for the purpose of providing direction, communicating information, and/or gaining feed-back.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements.
- Evaluates special education programs and services for the purpose of carrying out and achieving objectives and adapting program components to meet student needs within assigned area(s) of responsibility.
- Other duties as assigned by the Supervisor of Special education.
- Complies with all school, district, state, and federal guidelines and Cumberland County Board of Education policies.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; preparing and maintaining accurate records; planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: stages of child development, community resources, district policies and regulations and/or laws.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data required analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods for performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling and some fine finger dexterity. The job is performed under conditions with exposure to risk of injury and/or illness and in varying environmental conditions.

Experience 3 years of job-related experience is desired

Education Bachelor's Degree or above in Special Education or related field.

Requirement
This is a certified position

Continuing Educ. / Training
Maintain Licensure

FLSA Status
Exempt

Certificates & Licenses

Valid Tennessee Teaching License and Valid Driver's License/Evidence of Insurability.

Clearances

Criminal Justice Fingerprint/Background Clearance

Approval Date

Salary Grade