

JOB DESCRIPTION Cumberland County School District

SPECIAL EDUCATION SPECIALIST AND COMPLIANCE COORDINATOR

Purpose Statement

The job of Special Education Specialist and Compliance Coordinator was established for the purpose/s of providing support to the instructional behavioral and transitional process and programs for students with disabilities; providing information and recommendations to parents and students and assisting in the development of goals and plans for achievement and post-secondary skills. This job was established to support, provide information and/or direction to students through the development of the IEP process; and promote programs with staff and parents.

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.
- Monitors Surrogate Parent training.
- 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.

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 5 years of job-related experience is desired

Education Masters or above in Special Education or related field

Requirement
This is a certified position

Certificates & Licenses
Teachers Certification and/or License

Continuing Educ. / Training
Maintain Licensure

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date

Salary Grade