

TITLE: Compliance Coordinator

QUALIFICATIONS: Master's Degree; Postgraduate Professional License

REPORTS TO: Director of Special Education

SUPERVISES: N/A

JOB GOAL: To ensure compliance with all state and federal legislation pertaining to special needs students in this school division.

PERFORMANCE RESPONSIBILITIES:

- Monitors and assures adherence to policy, procedures, timelines and regulations regarding the special education process.
- Coordinates testing to remain in compliance with federal timelines and requirements.
- Facilitates screening, eligibility, and IEP meetings for special education students.
- Administers and provides training on diagnostic tests.
- Maintains knowledge of SOL and alternative assessment (eligibility requirements).
- Provides professional development to school staff regarding online IEP program and in student information system.
- Provides ongoing professional development and support to special and general education staff in special education procedures/regulations, collaborative model, differentiated instruction, data collection and analysis and assessments.
- Provides supplemental professional development for new special education staff.
- Shares and models use of research-based instructional strategies with staff to ensure quality performance.
- Demonstrates commitment to improving professional competence.
- Serves as a professional resource and support person for teachers, school administrators and others instructional personnel, community partners and parents.
- Monitors IEP's for correct formats, goals, services, progress reporting, goal progress, and alignment to the eligibility team.
- Works with families and students with "litigious" IEP's.
- Checks for use of eligibility worksheets.
- Monitors all disability categories, with specific attention to ID and SLI.
- Performs such other duties and responsibilities as assigned by the Director of Special Education.

TERMS OF EMPLOYMENT: Ten month year; Salary and work year established by the Board.