



# Lapeer County Intermediate School District JOB DESCRIPTION

## Compliance Monitor

<b>Employee Group:</b>	Non-Represented Professional Staff (NRPS)
<b>Level:</b>	
<b>FLSA:</b>	Exempt
<b>Department:</b>	Special Education
<b>Supervisor:</b>	Director of Special Education

### Position Summary

The Compliance Monitor supports the Lapeer County Intermediate School District (ISD) in ensuring compliance with federal and state special education laws and regulations, including the Individuals with Disabilities Education Act (IDEA) and the Michigan Administrative Rules for Special Education (MARSE). This position works closely with the Director of Special Education, local districts, and families to monitor special education programs, address compliance issues, and support continuous improvement efforts.

### Qualifications

#### *Education*

1. Required: Master's Degree in education or related field

#### *Certification*

1. Required: Current Michigan Special Education credential recognized by the Michigan Department of Education (MDE) as specified in the Michigan Administrative Rules for Special Education (MARSE)

#### *Work Experience*

1. Required: 5+ years of recent and relevant experience in a comparable capacity in a school setting or special education environment

#### *Knowledge of*

1. how to use data for decision-making purposes; data analysis and integration with other data sources, including General Education data, to utilize the information gathered to inform and problem solve/develop strategies that will lead to improved educational outcomes
2. the Continuous Improvement and Monitoring System (CIMS)
3. positive behavioral interventions and supports (PBIS) systems and similar systems
4. transition strategies

### Essential Job Duties and Responsibilities

1. Provide support for Catamaran (i.e., the system used by the State to promote positive outcomes and ensure compliance with IDEA)
2. Follow-up on non-compliance issues until final resolution
3. Investigate all Special Education complaints in accordance with MARSE
4. Facilitate the resolution of conflicts between parents/guardians and local districts
5. Assist with the preparation of the ISD's Special Education Plan

6. Serve as the liaison between the ISD and Parent Advisory Committee (PAC)
7. Assess local districts' needs and continuously evaluate the effectiveness of Special Education programs and services
8. Develop and implement training and in-services for local districts and parents/guardians
9. Produce quality work by being thorough and paying attention to detail
10. Provide necessary support and back-up to co-workers as needed
11. Report for work on-time as scheduled
12. Perform duties and responsibilities in accordance with District policies
13. Perform other related duties and responsibilities as assigned

### **Skills**

Extensive knowledge of IDEA, MARSE, and Michigan Department of Education requirements, with strong expertise in Special Education compliance and monitoring. Skilled in data collection, analysis, and reporting, including MSDS, SPP indicators, CIMS, and Catamaran systems.

Demonstrated ability to investigate complaints, resolve conflicts, and provide technical assistance and training to district staff and parents. Strong communication, organizational, and leadership skills with a focus on continuous improvement, program evaluation, and positive outcomes for students with disabilities.

### **Abilities**

The ideal candidate demonstrates a strong ability to assess situations, identify solutions, and make sound decisions. They provide excellent customer service while effectively multitasking and managing competing priorities in a deadline-driven environment. This role requires the ability to work both independently and collaboratively as part of a team, maintaining a high level of professionalism at all times. The candidate must handle confidential information with discretion, remain composed and effective in stressful situations, and consistently act with integrity. A commitment to maintaining a safe and professional workplace is essential.

It is expected that all employees positively represent the ISD and its local districts.

### **Physical Requirements**

Must have the physical stamina necessary to perform the essential job duties and responsibilities

### **Work Environment**

This position primarily works in a professional office environment and regularly collaborates with ISD staff, local district personnel, parents/guardians, and community partners. The role involves frequent computer use, data analysis, report preparation, and participation in meetings.

Occasional travel within the ISD service area may be required to provide technical assistance, conduct monitoring activities, facilitate meetings, and deliver training. The position may involve managing sensitive situations while maintaining professionalism, confidentiality, and compliance with district policies.

Template Revised 2.5.26 KJB

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex (including sexual orientation and gender identity), disability, age, marital or family status, genetic information, height, weight, military status, ancestry, or any other statutorily protected category (collectively "Protected Classes") in its programs, activities, or employment. The following individual has been designated by the Board of Education to serve as the District's "Compliance Officer" (also known as "Civil Rights Coordinator" and "Title IX Coordinator") to handle inquiries regarding the District's nondiscrimination, prohibition against discrimination based on disability, and anti-harassment policies: Director of Administrative Services and Personnel; Address (for mailing purposes only): Lapeer Intermediate School District Administration Building, 1175 South Lapeer Road, Lapeer, Michigan, 48446; Phone (to speak to or schedule an appointment with the Compliance Officer): (810) 664-5917; Email Address: [OCR-Complaints@lapeerisd.org](mailto:OCR-Complaints@lapeerisd.org).