

Griffin-Spalding County School System

Title: Resource and Compliance Specialist (SpED) Job Class Code: 475A	Category: Department of Exceptional Students
Job Details: 200 Days/Exempt/Full-Time	Reports To: Special Education Coordinator
Updated: 3/27/2024 Reviewed: 10/18/2024	Salary Schedule: Teacher

JOB SUMMARY

This position coordinates/facilitates the responsibilities of the special education department within the school, working collaboratively with administrators, staff, students and parents to improve the education of children with disabilities. The position ensures local compliance with The Individuals with Disabilities in Education Act (IDEA) through support of teachers in the Individualized Education Program (IEP) development process and collaboration with local school administrators.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Supervises school's compliance with due process and assures accurate maintenance of special education records
- Serves as a participant or Local Education Agency (LEA) representative in the development of Individualized Education Programs and eligibilities for students with disabilities
- Assists teachers in the completion of eligibility reports and Individual Education Plans
- Attends special education placement committee meetings when needed as assigned by the Special Education Director/Coordinator and participate in placement decisions for students with disabilities
- Serves as a liaison between central office and the school
- Develops and conducts new teacher technical assistance
- Trains special education teachers in the development of transition plans and post-secondary options for students with disabilities
- Develops and facilitates professional learning for special education and other district staff
- Assists with directing and improving teaching and learning for students with disabilities
- Assists grade levels/department teams in setting goals for improved instruction for students with disabilities.
- Serves as a resource in identifying appropriate instructional strategies and materials to improve achievement in all students
- Assists teachers in preparation and pacing for instruction
- Facilitates, attends and participates in data team and department meetings
- Facilitates revocation meetings, communicate requests for IEEs, requests for evaluation, notifications of formal complaint/mediation/due process hearing request
- Supports the timely and accurate collection and submission of data including FTE and Student Records
- Monitors and supports the alignment of students' IEP services and schedules and supports the development and revision of the master schedule, submit requests for schedule changes when students become eligible and when services change
- Monitors discipline, OSS/ISS, and services provided during ISS
- Conducts Manifestation Determination meetings and follow up IEP meetings
- Conducts monthly DES department meetings
- Completes the move-in process including collecting and submitting move-in documentation
- Conducts classroom observations, provides feedback, and provides instructional coaching as needed
- Provides coaching, side-by-side support, and professional development to Case Managers for compliance and instruction
- Performs other duties as assigned
- Maintains prompt and regular attendance as physical presence on the job site is required

SUPERVISES

- No Supervisory Responsibilities

MINIMUM QUALIFICATIONS

- Master's Degree in education or field related to services for exceptional children
- Must hold or have eligibility for certification in Special Education General and Adaptive Curriculum
- Five (5) years successful teaching experience in Special Education

PREFERRED QUALIFICATIONS

- Leadership certification
- Three years of experience in instructional or administrative leadership role

COMPETENCIES NECESSARY TO DO THE JOB

- Knowledge of national, state and local issues, policies, regulations, laws, trends and programs associated with school system operational areas.
- Ability to prioritize resources for continuous improvement.
- Ability to communicate effectively, both orally and in writing.
- Demonstrate effective problem-solving skills.
- Strong computer skills, including Microsoft Office.
- Ability to establish and maintain effective working relationships.
- Ability to perform duties with awareness of all district requirements and Board of Education
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

EVALUATION

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.