

Job Description for EC Data/Compliance Facilitator

Reports to EC Director and Lead Compliance Coordinator

Compliance/Coaching

- Serve as liaison between school sites and the EC Office for compliance
- Help monitor and coordinate oversight of timelines/processes to included referrals, eligibilities, reevaluations, addendums, annual reviews, and BIPs
- Assist and train teachers for Compliance
- Assist with EOY Transition Meetings
- Assist with retrieval of out of district paperwork needed for programming and meeting
- Follow the EOY process to include but not limited to transporting folders, filing, hole punching etc
- Transport folders to and from school when requested
- Assist and participate in Planning Day responsibilities
- Provide follow-up to corrective actions/audit results
- Complete ECATS or any IEP paperwork when necessary/requested to do so
- Participate in audit of EC records
- Provide support to the data/compliance managers
- Help to develop processes for individual student records for compliance with local, state, and federal regulations
- Process all Medicaid consent forms accurately for each student
- Process transfer requests (in and out)
- Process all Add/Dismissal Forms for students entering and exiting the district (ex. Have to look up the child in Powerschool as well as make sure they are added/removed from ECATS, entering on spreadsheet information)
- Tracking transfer students (in state and out of state) and charter school transfer in students via google drive reports.
- Help with creation of transition binders and transition spreadsheets
- Keep file cabinets of inactive files and pink room organized and purged once a year
- Assist school staff in efficient record keeping and understanding compliance issues
- Review completed EC paperwork after meetings for accuracy. This includes:
 - a) ensure EC Data/Compliance Facilitator's signature is recorded each time file is accessed
 - b) check green sheet to ensure mass parent handbook was sent for the current year
 - c) check the last audit sheet

- d) ensure proper consent to place is in file (Consent for Placement) [money issue if no consent for placement in file and signed]
 - e) final documents are in Brown folder and in proper order
 - f) ensure each document is thoroughly reviewed and documented within the ECATS compliance tab [see checklist for several but not all of the documents they review] (Data Managers are reviewing not only the present IEP documents but previous IEP documents to make sure EC Teachers are changing the info, writing compliant goals/objectives, Present Levels of Academic and Functional Performance, goals are measurable and Indicator 13 sections are correct along with the checklist they need to check off for each document – see the checklist for compliance reviews)
 - g) ensure that all discrepancies are documented within the ECATS compliance tab and spreadsheets
 - h) ensure that all post-meeting issues are properly documented on case manager's spreadsheets
 - i) ensure that all issues are properly communicated to EC Compliance Facilitators and teachers as needed
 - j) ensure that all signed documents are scanned into ECATS
 - k) ensure that any money issues are immediately brought to the attention of the EC Director or assigned personnel
- Complete audits of EC records (Ensuring each file contains an up to date audit including a record review prior to Initial and 3-year evals)
 - Help with preparation of headcount and reporting:
 - a) Ensure that all transfers, initials, and re-evaluations are entered by teachers/service providers in time for Headcount
 - b) Ensure that all records in system are in compliance and will be counted on Headcount (Ex. If missing certain documents, the child can't be counted for Headcount) [the EC budget is based on an accurate headcount to include accurate paperwork] {allocations for EC staff are based on the two headcounts per year}
 - c) Notify teachers of corrections to be made
 - Receive folders from all EC teachers/service providers for students who have transferred out of the system and ensure proper exit procedures were followed
 - Responsible for maintaining and tracking data related to EC files
 - Complete post meeting compliance review for all meetings
 - a) All out of state student transfer information
 - b) All tracking of upcoming IEP meetings
 - c) All 90 day timeline information
 - d) All IEP and re-evaluation expiration dates
 - e) All students with no case manager
 - f) All BIP reviews

- Process all requests for copies of student records from outside agencies and school districts
- Compile data for exceptional children reports for federal, state, or local agencies
- Protect student confidentiality at all times
- Run additional reports as requested by Administration and/or other EC personnel

Planning

- Attend meetings upon request (i.e. formal and informal meetings with teachers, administrators and parents, EC meetings as appropriate)
- Attend meetings with EC Director and Lead Compliance Coordinator as requested
- Attend Compliance Meetings and others if necessary
- Attend Early Release Day Trainings

Program Administration and Management

- Complete ECATS or any IEP paperwork when necessary/requested to do so
- Maintain appropriate documentation using a weekly spreadsheets for compliance support and share with Lead Compliance Coordinator, case managers, and building administrators
- Maintain good attendance
- Maintain an up-to-date google calendar and share when requested
- Sign in and out of each building upon entering and leaving
- Maintain compliance review in ECATS
- Adhere to beginning and end of the day work hours
- Drop off and pick up caseload reporting forms
- Certification of accurate head count for April and December
- Pick up any forms/paperwork requested from the EC Office

Professional Growth and Ethics

- Maintain a professional conversation when attending events outside the school
- Refrain from social media comments relating to schools, staff, departments
- Participates in continuing education for professional development to ensure practice consistent with best practice and to meet N.C. Licensure requirements
- Uses professional literature, evidence based research, and continuing education content to make practice decisions

- Uses professional Code of Ethics and standards of practice to guide ethical decision making in practice

Professional Development

- Participate in professional development opportunities specific to their area of responsibility and when deemed necessary for other areas
- Assist with professional development opportunities to include presenting as requested
- Attend district, local, state and regional meetings as requested
- Attend trainings for evidence based programs as requested
- Participate in Book Study if appropriate

Collaboration/Communication

- Communicate effectively with stakeholders to include but not limited to: Administration, EC Teachers, Regular Education Teachers, Parents/ Guardians/ Custodians, Itinerate Staff, Students, Community Agency Representatives, others as deemed appropriate
- Establish a positive working relationship with all of the above mentioned
- Attend weekly, bi-weekly, monthly meetings with EC Director, Compliance Coordinator, or data/compliance managers as needed.
- Collaborate with building administrators, psychologists, related service staff, itinerate staff and others to ensure legally compliant, appropriate, and effective EC services are provided
- Use a coaching model to ensure compliance with monitoring, policy, audit process and educator learning (this could be with data/compliance managers or case managers)

Knowledge, Skills, and Abilities

- Knowledge of EC, compliance principles, theory, methods and evidence based practice
- Knowledge of effective practice, outcomes based intervention and their proper application in the educational environment
- Ability to plan, implement, administer compliance regulations, mandates etc
- Ability to plan, coordinate, and conduct continuing education for educational personnel, parents, and students
- Ability to select and administer appropriate assessment tools and interpret results of assessment
- Ability to plan, coordinate, and provide training and continuing education (both formally and informally) to parents, school administration, school staff, and community agencies

- Knowledge of current legal mandates including Federal and State law, compliance issues, and confidentiality requirements
- Ability to use professional literature, evidence based research, and continuing education content to make practice decisions
- Skill in effective verbal and written communication
- Have reliable transportation in order to transition to numerous school locations
- Ability to independently transport self and materials (files, folders, iPads, laptops) to and from multiple sites on any given day as needed. Transportation of these materials could include multiple trips to and from car to designated locations in building and could be up to or exceed 35 lbs. Transportation of these materials may also involve having to maneuver up and down steps, elevators and long hallways and multiple wings/levels of buildings.
- Attend meetings that may extend beyond the typical work hours without the expectation of trade time or compensation
- Ability to meet timelines determined by EC Director

Qualifications/Training/Experience

- Master's Degree preferred but will consider Bachelor's Degree and experience
- Minimum of three to five years of EC Teaching experience
- Experience with compliance, behavior and curriculum/instruction
- Experience with leading and instructing adult learners
- Certification to practice in North Carolina as evidenced by current licensure

Physical Requirements

- Ability to travel between schools/sites.
- Normal routine levels of activity related to bending, carrying, climbing, hearing, reaching, sitting, standing, vision and walking, and may also involve above-average levels of activity at times that cannot always be anticipated
- Ability to lift and carry materials that could exceed 35 pounds and the ability to meet the physical needs of students

Other duties as assigned

As mandates change the job description might need to be updated

By signing you are acknowledging you have received and reviewed this job description

Signature _____

Date _____