

CHRISTIAN COUNTY PUBLIC SCHOOLS

P.O. BOX 609, 200 Glass Avenue
Hopkinsville, KY 42241-0609

MEMORANDUM

To: Ms. Mary Ann Gemmill, Superintendent
From: Michelle Ladd, Director of Special Education
Date: August 15, 2019
Re: Special Education Achievement and Compliance Coach

I am requesting Board approval for the updated job description of Special Education Achievement and Compliance Coach. Attached is the updated job description which was formerly *Intervention Consultant* for special education. The job title and description have been updated to further assist in complying with the present needs in the special education department within Christian County. The new job title is *Special Education Achievement and Compliance Coach*.

POSITION:	Special Education Achievement and Compliance Coach
POSITION SUMMARY:	Provide leadership and assistance in the development, implementation, and coordination of the special education program.
QUALIFICATIONS/ REQUIREMENTS:	<ul style="list-style-type: none"> ➤ Kentucky Department of Education certification for principal or supervisor of instruction. ➤ Minimum of three (3) years administrative experience in education.
REPORTS TO:	Director of Special Education
SUPERVISES:	NA
PERFORMANCE RESPONSIBILITIES:	<ul style="list-style-type: none"> ➤ Coordinate and assist the school based special education team to support student achievement ➤ Maintain special education compliance ➤ The Achievement and Compliance Coach will provide technical assistance, professional development training and support for the implementation of the Kentucky Administration Regulations and the Individuals with Disabilities Act (IDEA) ➤ Complete due process forms correctly and accurately, schedule and chair ARC's according to policies and procedures/timelines ➤ Assist staff, parents, etc. in referral procedures, collecting required information prior to ARC to discuss referral (updated screenings, documentation of interventions, etc.) ➤ Collect data at the school level and assist with on-going review and analysis of school data related to achievement gaps of special education population ➤ Adheres to policies for completing reports within specified timelines and prepares reports in conjunction with the evaluation team ➤ Participates in decision making for program planning and development of individual education programs aimed at improving individual student achievement ➤ Provide professional development on special education issues including due process, eligibility, specific areas of disabilities, etc. ➤ Provide input for effective and efficient scheduling to maximize student access to general curriculum ➤ Guide and coach teams to implement appropriate evidence based practices based on data ➤ Develop and maintain a positive rapport with families and staff ➤ Perform other duties as specified by the supervisors
TERMS OF	Employment for 210 days, with salary to be determined by the

EMPLOYMENT:	adopted teacher and administrative salary schedule of the Christian County Board of Education.
EVALUATION:	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel. Evaluations will be conducted by the Chief Operations officer

Board Approval:

DRAFT