**Board Memo**

**DATE:** 3/1/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources, Special Education

**Product Vendor or Grant Issuer**

Not Applicable

**Product or Grant Name**

Creation of Compliance Process Coordinator

**Date/Term (Beginning and End Dates/Year)**

July 1, 2022

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board”; 03.233 “Duties”: Job Description

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

The goal of the Compliance Process Coordinator position is to meet two critical needs of the district: addressing the Social Emotional Learning (SEL) needs of our students and increasing special education compliance.

The Compliance Process Coordinator will conduct ARC meetings which will free our Guidance Counselors to focus on student centered guidance activities and responsibilities allowing more time for Guidance Counselors to focus on the critical SEL needs of our students.

Additionally, In June of 2021 the Kentucky Department of Education created a corrective action plan to assist the district in addressing various areas of growth within special education. One of the areas for growth indicated in the plan is compliance with Admission and Release Committee (ARC) requirements. To support the work needed to address the special education compliance concerns presented in the Kentucky Department of Education’s corrective action plan it is necessary to create a new job description: Compliance Process Coordinator.

This position will work collaboratively with school administrators and ARC chairs to ensure Free and Appropriate Public Education (FAPE) is provided to all students. Additionally, the position will provide assistance and support for the implementation of the Kentucky Administration Regulations (KAR) and the Individuals with Disabilities Act (IDEA) in order to maintain special education compliance.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

Salary plus index, per person

**Funding Source**

General Fund

 **\*If more than one funding source, list below along with amount or percent for each source**

Click or tap here to enter text.

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

Click or tap here to enter text.

**RECOMMENDATION:**

It is recommended that the Board approve the creation of the Compliance Process Coordinator job description.

**CONTACT PERSON: (submitter)**

Eric Ball, Director of Human Resources; Jodi Hall, Director of Special Education