TITLE: **Compliance Process Coordinator**

QUALIFICATIONS:

1. Has a Master’s Degree in Special Education, Administration or School Counseling
2. Holds a valid certificate for Special Education
3. Has five years’ special education teaching experience
4. Is thoroughly knowledgeable of IDEA as amended and of all related administrative regulations
5. Has through knowledge of, and ability to write, compliant and effective IEP’s
6. Has demonstrated ability to communicate and work effectively with parents, staff, students and community

REPORTS TO: Director Special Education Services

JOB GOAL: Work in coordination with school administrators and identified school Admissions Release Committee (ARC) chairs to ensure a Free and Appropriate Public Education (FAPE) is provided to all students with disabilities. This position will provide assistance and support for the implementation of the Kentucky Administration Regulations and the Individuals with Disabilities Education Act (IDEA) in order to maintain special education compliance.

RESPONSIBILITIES:

1. Complete due process forms correctly and accurately and chair ARC’s according to policies and procedures/timelines.
2. Lead effective discussion of the ARC team to ensure compliance.
3. Review draft IEP’s for compliance.
4. Assist staff, parents, etc. in referral procedures, ensure the collection of required information prior to ARC to discuss referral (updated screening, documentation, of interventions, etc.)
5. Ensures that ARC reviews and analyzes ongoing individual student data.
6. Ensures that the evaluation team meets evaluation timelines established in Quality Control Form.
7. Build knowledge of individual students through classroom observations and collaboration with teacher.
8. Work in conjunction with Special Education Coordinators to review IEPs.
9. Schedule and lead any staffing needed prior to an ARC.
10. Participates in decision making for program planning and development of individual education programs aimed at improving individual student achievement.

1. Attend ongoing professional development on special education issues including due process, eligibility, specific areas of disabilities, etc.
2. Lead teams to ensure that all IEP’s have data driven goals, appropriate SDI, and appropriate SAS to determine LRE.
3. Lead ARC teams in the evaluation planning process.
4. Ensures that ARC’s review and analyze ongoing individual student growth in comparison to the general education curriculum.
5. Attend regular scheduled meetings with district special education team.
6. Regular communication with the school administration team
7. Maintain a regular schedule among assigned buildings in order to assist in chairing ARC’s.
8. Review referrals from Tier 3 team to ensure all components have been met.
9. Build effective communication and maintain a positive rapport with families and staff.
10. Perform other duties as specified by the supervisor.

TERMS OF EMPLOYMENT:

* 1.21 Index
* 10.25 Months
* Board Approved: