



Job Description

Job Title: Coordinator of Special Education Compliance Monitoring

Reports to: Executive Director of Special Education and Student Services
Department: Special Education and Student Services
Number of Days: 12 Months
Compensation: EL - 2
Overtime Status: Exempt
Date Job Revised: June 25, 2008

Position Summary: Responsible for assisting the Executive Director of Special Education and Student Services to ensure that all schools and service providers are in compliance with the statutory requirements of IDEA, State and Board policies governing the operation of special education programs

Qualifications/Job Requirements:

Education:

- Masters Degree in Special Education or closely related field.

Specialized Knowledge, Licenses, etc:

- Must possess an administrative endorsement as a principal in the State of Oklahoma..
- Must have completed stated training for evaluation of certified and support personnel.
- Must possess, at a minimum, a mild/moderate special education teaching endorsement.

Experience:

- Three (3) years successful special education teaching experience.
- Preference of administrative experience in special education and/or general education is desired but not required.

Specific Training/Skills:

- Must be able to demonstrate an understanding of the legal requirements of an IEP and the MEEGS process as outlined in Oklahoma.
- Must have a working knowledge of IDEA 2004.
- Must be proficient in the use of a computer, data bases, excel, word, etc.
- Excellent written and oral presentation skills required.
- Must be skilled in conflict management.
- Must be able to work in a high stress environment while implementing change routinely.

Physical Requirements (If Applicable):

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Other:

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Scope of Authority (If Applicable):

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Customer Contacts:

- Internal: Principals, special education teachers, paraprofessionals, parents of students with disabilities, support staff
- External: Community service agencies, State and local Department of Human Services, mental health agencies and private school providers.

Duties and Responsibilities:

- Establish and maintain a system of reviewing IEPs and other essential special education documents to determine levels of compliance with State and District policies/procedures
- Prepare biweekly compliance reports for all schools and distribute results to Area Superintendents, Chief Academic Officer, Superintendent, Office of Accountability and others as requested.

- Work with Special Education Area Coordinators to clearly establish a plan for improvement for each school that cannot maintain a 97% or higher rate of compliance.
- On a monthly basis, monitor class size requirements, case load requirements and inform schools of violations and corrective actions which are to be implemented to correct violations.
- Conduct monthly training sessions for staff in regards to established IEP and other reporting requirements which are monitored for compliance.
- Responsible for monitoring the certification requirements of instructional staff to caseloads to ensure that teachers are highly qualified under IDEA and NCLB.
- Responsible for preparing the Five-Star Quarterly Report for approval by the Executive Director of Special Education and Student Services.
- Responsible for annually calculating the Special Education Performance Indicators used in the District Accountability Plan.
- Prepare and distribute an annual report detailing the District's efforts to meet the Performance Indicators established by the Oklahoma Department of Education, Special Education Services Unit.
- Serve as a member of the Executive Director's Leadership Team and attend required meetings when called.
- Assist in the completion of all State reports required by the Oklahoma Department of Education Special Services Unit.
- Communicate frequently and directly with the Executive Director regarding potential problems or issues which require immediate attention in a proactive manner.
- Responsible for leading the Office of Special Education and Student Services preparations for, and participation in, a mediation/complaint or due process hearing filed by patrons
- Other duties as assigned