



EMPLOYEE NAME: _____

Revised: 12/11, 10/12; 8/14; 6/18; 10/18

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Special Education Compliance	JOB CODE: 475A
DIVISION: Academic	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Special Student Services	WORK DAYS: 238
REPORTS TO: Director, Special Student Services	PAY GRADE: CAD (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists the Director of Special Student Services to coordinate Section 504; assists in preparing for due process hearings and/or mediations, conducting resolution meetings, resolving parent complaints; supervises the Parent Mentor Program.	

REQUIREMENTS:

1.	Educational Level: Master Degree required; Specialist Degree preferred
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 3 years successful teaching experience with students with disabilities; school leadership experience preferred.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills with demonstrated ability to communicate effectively to resolve issues related to areas of responsibility; knowledgeable about the IDEA, GA State Rules for Special Education and Section 504 of the Rehabilitation Act; ability to analyze and evaluate program services for students with disabilities; ability to work collaboratively with individuals and groups; problem solving; planning; organization; ability to develop and implement trainings for district staff

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Reviews student files in preparation for IEP meetings, Section 504 meetings, mediations, and due process hearing and provides a summary of findings and makes recommendations to the Assistant Superintendent for Special Student Services and the Director of Legal and Policy Issues regarding the appropriateness of settlements with families resulting from due process hearing requests.
3.	Creates a monthly 504 status report to be distributed to the Chief Academic Officer, Assistant Superintendent for Special Student Services, Director of Legal and Policy Issues, and Board Attorney.
4.	Ensures that 504 student records are maintained appropriately within the guidelines set forth by FERPA.
5.	Provides direction and/or guidance related to Section 504 and IDEA compliance to local school administrators, special education administration, teachers, school counselors, and parent mentors.
6.	Serves as the district representative in IDEA and/or Section 504 hearings in the absence of the Director of Legal and Policy Issues.
7.	Serves as the District coordinator for Section 504; coordinates and attends meetings with school and district personnel to prepare for IEP team meetings, Section 504 meetings, mediations, and due process hearings.
8.	Obtains information regarding students with disabilities in private and/or residential treatment facilities; provides update to Director of Legal and Policy Issues.
9.	Assists Director of Legal and Policy Issues in providing responses to the Georgia Department of Education and to the Office of Civil Rights for complaints that have been filed by parents.

10.	Assists in coordinating activities related to Child Find under IDEA and Section 504.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____