

### JOB DESCRIPTION

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| <b>POSITION TITLE:</b> Director, Special Education Compliance   | <b>JOB CODE:</b> 640                                    |
| <b>DIVISION:</b> Academic   | <b>SALARY SCHEDULE:</b> Annual Central Office Personnel |
| <b>DEPARTMENT:</b> Special Student Services   | <b>WORK DAYS:</b> 238                                   |
| <b>REPORTS TO:</b> Assistant Superintendent, Special Student Services   | <b>PAY GRADE:</b> CDR (5, 6, or 7)                      |
| <b>FLSA:</b> Exempt   | <b>PAY FREQUENCY:</b> Monthly                           |
| <b>PRIMARY FUNCTION:</b> Addresses the legal and policy issues inherent in providing FAPE to students with disabilities; ensures that the District's legal interests are identified and communicated in dealings with the Board's attorney, parents, local school administrators, and appropriate agencies; attends hearings and other procedural meetings/events; ensures that the District's IEPs and special education records are compliant with federal and state law. |   |

### REQUIREMENTS:

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| 1. | Educational Level: Master Degree required; Specialist Degree or Doctorate preferred   |
| 2. | Certification/License Required: Valid Georgia Educational Leadership Certificate  |
| 3. | Experience: 5 years' experience of supervision and/or consultation in special education policies, procedures, and issues  |
| 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; strong leadership skills; comprehensive knowledge and understanding of 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; ability to coordinate due process activities. |

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

### ESSENTIAL DUTIES:

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| 1. | Demonstrates prompt and regular attendance.  |
| 2. | Supervises and evaluates department staff.   |
| 3. | Develops, reviews, interprets, and provides opinions on the District's policies and procedures governing special education to ensure compliance with all state and federal laws and regulations, including the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. |
| 4. | Advises and consults with senior school district leadership, school administrators, staff, and decision makers on individual cases and local policies, procedures, and practices as they relate to compliance with state and federal laws and regulations.   |
| 5. | Represents the district in IEP meetings when appropriate to ensure compliance with the IDEA and local policies.  |
| 6. | Acts as a liaison between the Assistant Superintendent for Special Student Services and the Board's attorneys to assist with preparation for any court cases or formal complaints on issues relating to students with disabilities, including IDEA and Section 504 of the Rehabilitation Act.                |
| 7. | Provides timely and appropriate responses to parent and agency correspondence related to IDEA and Section 504 rights and demands, OCR complaints, and State DOE complaints.  |
| 8. | Maintains data regarding the number, nature, and outcome of hearings, mediations, OCR, and State DOE complaints.   |
| 9. | Coordinates 504 and due process hearings and procedures; prepares school district participants in these hearings to be familiar with relevant issues and applicable litigation history; represents the District in Section 504 and due process hearings when appropriate.                                    |

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| 10. | Identifies necessary follow-up activities and actions flowing from due process activities and communicates delegation of activities to District personnel to ensure compliance. |
| 11. | Ensures that special education student records are maintained appropriately within the guidelines set by the IDEA, state rules, and FERPA.                                      |
| 12. | Ensures that the school district's IEP process is appropriate and conducted with fidelity according to the IDEA and state rules governing special education.                    |
| 13. | Performs other duties as assigned by the appropriate administrator.   |

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_