# JOB DESCRIPTION

**POSITION TITLE:** Supervisor-Special Education Compliance  
**JOB CODE:** 621A  
**DIVISION:** Academic  
**SALARY SCHEDULE:** Annual Central Office Personnel  
**DEPARTMENT:** Teaching & Learning Support and Specialized Services  
**WORKDAYS:** Annual Administrative Employees  
**REPORTS TO:** Director, Special Education Compliance  
**PAY GRADE:** CS1 (5, 6 or 7)  
**FLSA:** Exempt  
**PAY FREQUENCY:** Monthly  
**PRIMARY FUNCTION:** Provides assistance in ensuring compliance with IDEA and providing FAPE to students with disabilities.

## REQUIREMENTS:

1. **Education Level:** Master’s degree  
2. **Certification/License Required:** Valid Georgia Teaching Certificate; Leadership Certificate preferred  
3. **Experience:** 3 years of experience in special education or leadership  
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities  
5. **Knowledge, Skills, & Abilities:** Written and oral communication; planning; organization  

*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. Represents the District in IEP meetings when appropriate to ensure compliance with IDEA and local policies.  
3. Advises and consults with Special Education staff and local school staff regarding procedures, practices and individual cases.  
4. Provides timely and appropriate responses regarding State DOE complaints and OCR complaints.  
5. Assists in securing documents needed in complaints, mediations and due process hearings.  
6. Maintains data regarding hearings, mediation, OCR and DOE complaints.  
7. Collaborates with District and local school staff to ensure follow up activities and actions are appropriately completed in response to outcomes of any hearing, mediation or complaint.  
8. Ensures the District complies with records requests regarding students with disabilities.  
9. Obtains information regarding students with disabilities served in residential facilities, treatment facilities or private settings.  
10. Reviews student files and records in preparation for IEP meetings, due process hearings or mediations.  
11. Provides support to local SSAs as needed in preparation for IEP meetings.  
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee ____________________________ Date __________________

Signature of Supervisor ____________________________ Date __________________