

JOB DESCRIPTION

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| 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:

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| 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:

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| 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 _____