

COORDINATOR OF COMPLIANCE**DEFINITION:**

Under the supervision of the Superintendent and the direct supervision of the Director of SELPA and Student Support Services, the Coordinator is a representative of the department, acting as a liaison between the district office and school sites. The Coordinator provides technical assistance, training, consultation and coaching, as well as monitoring for compliance. The Coordinator will be responsible for monitoring special education programs, the IEP process and implementation of IEPs for students. The Coordinator is responsible to provide Special Education consultation, leadership and resources at the school site level with an emphasis on IEP coordination and support.

QUALIFICATIONS:**Credential:**

- Possession of a California Administrative Credential
- Possession of a valid California teaching or other related services credential

Experience:

- A minimum of three (3) years practical public school experience in the education of students with disabilities and a specialized, in-depth knowledge of learning, behavioral, and severe disabilities, of diagnostic and prescriptive techniques, and of in-service training activities for professionals and parents, special education teaching experience and three years school administrative experience.

Education:

- Masters' Degree, preferably in a Special Education field

Other:

- A valid California driver's license

KNOWLEDGE OF:

- State and federal regulations pertaining to Pre K-12+ Special Education programs including the ability to interpret and apply rules, regulations, and standards to public schools
- Effective staff and public relations
- Verbal and written communication skills
- Planning and organizational techniques

DISTINGUISHING CHARACTERISTICS:

The ability to:

- Work with changing priorities, regulations, and deadlines
- Analyze situations accurately and recommend necessary action
- Perform essential job functions and job task requirements
- Be an effective team member
- Implement district-wide management systems
- Demonstrate skills collaborating with teachers and administrators

TYPICAL DUTIES AND RESPONSIBILITIES:

- Provide professional development as needed at school sites and at district level meetings for the development of compliant IEPs
- Attend and act as district representative at selected IEP meetings to monitor the quality of IEP meetings as well as provide technical assistance to school teams
- Develop model IEP meeting agendas and tracking tools for use in implementing IEPs
- Assist in the review of educational benefit to students to insure an opportunity to benefit from special education and related services

- Recognize exemplary practices
- Complete corrective actions
- Assist in the development and implementation of corrective plans; monitor outcomes
- Monitor and implement CDE corrective actions, collect and monitor data and work with staff on specific items
- Prepares or reviews SELPA and district policies and procedures concerning special education to ensure compliance with all state and federal regulations
- Develop and conduct internal compliance monitoring activities
- Assist with CDE compliance monitoring activities
- Consult regularly with the Superintendent and Director of Student Support Services with regard to compliance of Special Education in the district
- Assist with the monitoring of special education programs for effectiveness and district standards
- Review sample IEPs from each case manager for compliance and recommend corrective actions when necessary
- Provide technical assistance to principals and staff concerning Special Education program requirements
- Assist with the response to formal complaints filed with OCR and/or the CDE Special Education Unit
- Participate on Student Support Services leadership team, the district leadership team and on school leadership teams, as needed
- Assigns, monitors, supervises and evaluates classified and certificated personnel
- Monitors and revises SEIS forms and procedures and provides SEIS training and District professional development
- Prepares monitoring reports and other written material for submission to CDE, district administrators and schools
- Monitors Non-Public Schools for state and federal compliance; conducts site visits
- Performs other duties as assigned

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

Board Approved 08/07/2014

Revised: Pending Board Approval