

COMPLIANCE COORDINATOR, SPECIAL EDUCATION

Role: Compliance Coordinator, Special Education

Reports to: Instructional Manager and Director of Special Education

Direct Reports: Special Education Teachers

Job Summary

The Compliance Coordinator for Special Education will provide specialized system leadership through comprehensive planning, coordination and implementation of special education services within the school system, in compliance with state and federal rules and regulations, and in cooperation with the total instructional program. The position must communicate effectively with a wide variety of groups including students, teachers, administrators, counselors, central office staff, and governmental agencies.

Main Responsibilities

- Work as directed to support the goals of Georgia Online Academy, Inc., management and team.
- Implement the policies established by IDEA federal/state law, State Board of Education rule, and local board policy in the areas of eligibility, related services, and overall compliancy for the special education department.
- Collaborates with Instructional Manager and Special Education Director to ensure the implementation of laws, rules, and regulations to students, parents, and staff; Coordinates the implementation of State and Federal legislation related to special education compliancy.
- Monitors and maintains the development and maintenance of individual records of all special education students while monitoring special education staff in the areas of compliancy, enrollment, records, related services, and psychology.
- Monitors, evaluates & maintains procedures for referral, securing medical reports, psychological examination, and placement
- Establish cooperative working relationship among school administration and academic support departments as necessary to establish successful special education student learning outcomes. Maintains database programs related to tracking and accountability of provision of services to students served in special education up to date by developing relationships with program vendors.
- Collaborates with Instructional Manager and Special Education Director to Coordinate FTE and Student Record Reporting State Reporting and Special Education State Reporting

- Assist in identifying effective staff development and training activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and support staff for special education department in coordination with the special education training liaison.
- Provides leadership and system representation in matters relating to due process procedural safeguards.
- Facilitates communication and mediation with parents and advocates regarding the delivery of special education services.
- Consult with parents of students enrolled in the program
- Develop and implement IEPs; maintain progress monitoring tools for students with disabilities.
- Provide special education services identified on the IEPs of students with disabilities. Special Education teachers may be required to provide academic, behavioral, and/or independent functioning services.
- Perform any other duties as specified

Organizational Leadership

- Provides job embedded professional learning opportunities
- Participates in staff meeting and professional development sessions
- Communicates with direct reports on a regular basis.
- Maintains confidentiality as required by the school and by law.
- Additional duties as assigned.

Background

- Bachelor's degree in special education required, master's degree in special education preferred.
- Georgia professional certification and Teacher Keys Effectiveness System (TKES) credential required (can be attained after hire).
- Five years related experience and/or training highly preferred
- Knowledge of federal and state laws regarding the Individual with Disabilities Education Act (IDEA)
- Experience in developing and/or implementing Eligibility Reports, Redetermination Forms, and IEPs
- Experience working in a virtual school environment preferred
- Must be able to manage large volumes of paperwork and maintain adequate records
- Must have experience working with data from various types of student assessments. Must have experience working with large data sets including data analysis, interpretation, and display; possess strong communication, organizational, analytical, and written skills; demonstrate initiative and the ability to handle multiple tasks simultaneously; ability to interact positively with teachers, administrators, and support staff; and possess

knowledge of the school improvement process

- Strong written and verbal skills
- Knowledgeable regarding Microsoft Excel, PowerPoint, Word, and Outlook
- Some knowledge regarding multimedia communication tools, such as discussion boards, web logs, email, instant messaging and audio podcasts preferred
- Ability and availability to travel within the state.
- Ability to pass required background check

Print Name

Employee Signature

Date