



**DIRECTOR, COMPLIANCE AND SPECIAL EDUCATION SERVICES**

**GENERAL RESPONSIBILITIES**

Position is responsible for assisting the Executive Director of Office of Programs for Exceptional Children with formulating and interpreting policies and procedures related to special education programs, services, and supervision of assigned personnel. Ensures organization of activities tied to compliance, due process filings, resolution meetings, and auditing.

**ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Foster and facilitate communication, trust and understanding between parents/community and school personnel regarding special education matters.
- Work collaboratively with teams that may include, parents, family members, school staff, legal professionals, and special education student advocates.
- Ensure the implementation and monitoring of a comprehensive system for auditing special education records to ensure compliance with state and federal laws and regulations.
- Facilitate and/or participate in all matters of dispute resolution with the Virginia Department of Education and the Office for Civil Rights pertaining to students with disabilities.
- Provide accurate and timely data to the Virginia Department of Education's State Performance Plan for evaluating outcomes for students with disabilities.
- Monitor compliance with School Board Policies and Regulations.
- Examine programmatic issues within the division and advise the school division on issues of compliance.
- Respond to requests from the Executive Director to collect and organize facts and data for the preparation of reports as dictated by federal, state, and local requirements.
- Monitor changes in legislation and legal guidelines and assist in the development of recommended policy, procedure or updates to division policies and regulations as needed.
- Communicate new developments in special education law to staff.
- Coordinate and facilitate all staff training necessary for the oversight of Individualized Education Programs (IEPs).
- Coordinate and/or provide training for division staff to improve their understanding of and compliance with special education laws and regulations.
- Coordinate, monitor, and assess effectiveness of division strategies related to dispute resolution.
- Maintain open communication and provide support structure for special education coordinators and school administrators, as needed, regarding issues of compliance and conflict in relation to special education programs within schools.
- Organize deployment of and ensure a comprehensive professional development program for special education coordinators
- Perform related work as required.



**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of federal and state rules, regulations and policies relating to special education. Ability to keep current on all federal, state, and local mandates for special education services and to ensure that the school division is in compliance; ability to exercise good judgment and make decisions in accordance with school board policies and regulations and established administrative guidelines; ability to work collaboratively principals to implement and monitor special education programs; ability to work in a supportive, collaborative role with the coordinators/principals of the schools; ability to interface with other departments to coordinate reciprocal services for achieving departmental goals; exceptional public relations/interpersonal skills to respond to parents and advocacy groups and to serve as the school division’s lead representative/contact person for compliance issues pertaining to special needs students; effective management, supervisory, team-building, problem solving skills and effective written and oral communication skills.

**EDUCATION AND EXPERIENCE**

**Required:**

Master’s degree.

Must Possess or be eligible for a Virginia license in Administration and Supervision PreK-12 or its equivalent with a specific endorsement as a special education instructional supervisor.

Minimum of two (2) years as a special education administrator.

Minimum of five (5) years of experience as a special education teacher.

**Preferred:**

Experience in local district special and general education programs.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing, stooping, and crouching. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license.

Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description: 8/15, 7/20
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