

POSITION TITLE: Teacher – School Based Instruction and Compliance Coordinator

QUALIFICATIONS: Must hold a collegiate professional license with an endorsement in special education and a minimum of five years successful teaching experience in special education. Knowledge of federal and state mandates and requirements that are related to the provision of educational services and supports for students with disabilities, and the policies and procedures of exceptional education programs. Excellent human relations, interpersonal, conflict resolution, organizational and writing skills required. Demonstrate in depth knowledge of the development and implementation of Individualized Education Programs (IEP) in accordance with federal and state mandates. Demonstrate knowledge of the development of and implementation of Functional Behavioral Assessments (FBA) and Behavioral Intervention Plans (BIP) and other positive behavioral support strategies. Must show evidence of initiative and ability to work collaboratively and independently. Bilingual skills to include Spanish are a plus.

PERFORMANCE EXPECTATIONS: Supports the overall efficacy of the exceptional education department in promoting the academic, social, and developmental progress of students with disabilities in Richmond Public Schools. Supports the instructional program and makes certain that the school is in compliance with state special education regulations and local exceptional education policies and procedures. Serves as resource / support for staff in working with students with disabilities (e.g. modeling, sharing researched-based instructional strategies, providing additional academic and behavioral support, IEP development). Examples provided are illustrative and not exhaustive. Ensures that data is collected and maintained for all exceptional education reports and submits reports in a timely manner. Meets at least once weekly with principal and/or administrative designee to discuss progress, strengths, needs, and next steps for the exceptional education department and/or subgroups within the department (e.g. support for special education mathematics teachers). Reviews cumulative files of all students in your assigned building and ensures that the cumulative files of students with disabilities are in order with all required special education documentation. Reviews and ensures that each student who has been found eligible for services has a current IEP with goals to address the students' educational needs. Ensures that IEPs have been developed in accordance with federal and state requirements, are current with parental consent and entered into the IEP- On- Line System. Provides technical assistance to school staff on the use of IEP-On-Line and answer questions regarding the use of this management tool. Ensures that all students with IEPs have been assigned to an exceptional education teacher's caseload. Attends IEP meetings as requested. Monitors the scheduling of IEP meetings. Periodically, reviews draft IEPs prior to the IEP meetings. Ensures that all staff in your assigned building is informed of their responsibility to meet the needs of students with disabilities and ensures the documentation of the provision of services. Ensures 60-day screenings are done in a timely manner and reviews the log sheet. Ensures that all timelines for the special education process are followed. Ensures that all special education procedures are followed. Compiles a yearly (by month) roster of IEP and re-evaluation due dates. Compiles and updates reports (at least bi-weekly) of IEP due dates, re-evaluation due dates and manifestation meetings. Completes information related to state assessments and other requested reports sent by the Office of Exceptional Education and Student Services. Schedules and coordinates evaluations/re-evaluation meetings. Ensures that evaluators are informed of the required evaluation and ensures that the evaluations are completed in a timely manner. Monitors the number of suspensions for students with disabilities and informs administrators when a student is approaching ten days of suspensions. Maintains a data-base (spreadsheet) on discipline of all students with disabilities and 504 plans and follows the prescribed discipline procedures that include reviewing the data-base (spreadsheet) on a weekly basis. Ensures that procedures are followed for transfer students. Ensures that all paper work is completed

and reviewed by your assigned specialist when referring students to IEP/FAPT. Attends all monthly division-wide exceptional education instruction and compliance meetings. Conducts staff development sessions on related special education issues. Performs other related duties.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work ensuring that all special education procedures are followed. This position requires the exertion of up to 10 pounds of force occasionally. Work requires frequent standing, sitting, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Principal

PAY SCHEDULE: Teacher Salary Schedule

LENGTH OF CONTRACT: 200 Days (9.5 months)

FLSA: Exempt