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| Job Title: | Coordinator of Exceptional Education Systems & Processes |
| Grade Level/Terms of Employment: | Unified Pay Schedule 125/260 Days (12 Months) |
| FLSA Status: | Exempt |
| Work Location: | Office of Exceptional Education (Central Office) |
| Immediate Supervisor: | Director for Exceptional Education |

General Description:

The Coordinator for Compliance and Placement is responsible for developing, implementing, and/or interpreting policies, procedures and practices related to Exceptional Education Programs both at the division level as well as within schools. The Coordinator must have knowledge of federal and state regulations/mandates relating to programs for students with disabilities, ability to exercise good judgment and make decisions in accordance with school board policies, regulations and established administrative guidelines; ability to work collaboratively school administrators, teachers, families and community stakeholders; ability to interface with other departments to coordinate reciprocal services for achieving departmental goals. Excellent communication, organizational and planning skills along with excellent public relations skills are a necessity. The ability to work independently and/or as team leader to accomplish established goals and objectives are essential. Must have the ability to develop and implement a system-wide staff development plan to address continued compliance barriers that has had a demonstrated impact on student outcomes. Assumes responsibility for own professional growth and development by keeping current with the literature, new research findings, improved techniques and attending appropriate professional meetings, workshops, and conferences. Performs other related duties as assigned.

Essential Duties and Responsibilities:

- Work in collaboration with the division liaison for the VA IEP System
- Monitors Exceptional Education programs by ensuring that policies, practices and procedures are followed at both the school based and division levels.
- Monitors Performance Indicators and assist with components of the Results Drive Accountability (RDA) CAP at it relates to LRE, Discipline, and disproportionality of students with disabilities.
- Coordinate and/or provide training for division staff to improve their understanding of and compliance with special education laws and regulations.
- Provide accurate and timely data to the Virginia Department of Education's State Performance Plan for evaluating outcomes for students with disabilities.
- 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.
- Respond to requests from the Director of Exceptional Education and/or Manager to collect and organize facts and data for the preparation of reports as dictated by federal, state, and local requirements.
- Collaborate with the Offices of Pupil Placement and School Discipline to ensure that processes are followed for students with disabilities being considered for disciplinary actions and alternative placement
- Collaborate with the Office of Testing and Assessment to monitor division wide and state assessment implementation inclusive of the Virginia Alternate Assessment Program (VAAP)
- Collaborate with the School Based Instructional and Compliance Coordinators to assist in developing processes to enhance Exceptional Education programming.

Qualifications:

- Postgraduate professional license with an endorsement in Special Education required. Endorsement in Educational Leadership or Juris Doctorate preferred.
- Knowledge of Educational Programming for students with disabilities and 5 or more years of progressive Special Education Leadership experience
- Experience leading Division Level Compliance, Due Process Filings, Resolution Meetings, and the Discipline Process as it relates to students with disabilities
- Experience with IEP Development software (IEP Online, VA IEP, ect.)
- Experience with monitoring performance indicators and using the data to improve outcomes for students with disabilities
- Effective management, team-building, and problem solving skills
- Effective written and oral communication skills.
- Experience with leading professional development at both the division and school based levels