

<b>Job Title:</b>	Instructional Compliance Coordinator for Early Childhood Special Education (ECSE)
<b>Grade Level/Terms of Employment:</b>	Teacher Salary Scale, 260 days
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Preschool Reception & Diagnostic Center
<b>Immediate Supervisor:</b>	ECE Family & Community Engagement Manager

**General Description:**

The Instruction and Compliance Coordinator (ICC) for Early Childhood Special Education (ECSE) takes a lead role in supporting the overall efficacy of services provided by the Preschool Reception and Diagnostic Center and ECSE compliance support in Maymont Preschool. The ICC ensures that the preschool diagnostic team and school are adhering to local, state/federal regulations, policies and procedures governing students with disabilities and promotes the academic, social, and developmental progress of preschool students with disabilities in Richmond Public Schools.

**Essential Duties and Responsibilities:**

- Implements the Child Find process according to state and federal regulations
- Facilitates the transition process between local early intervention partners, which includes working directly with staff from IDEIA, Part C, early intervention infant and toddlers programs, setting up transition meetings, coordinating referrals, and serving as the IDEIA, Part B representative on the Interagency Council
- Serves as liaison between families and evaluation team throughout the referral process
- Facilitates/coordinates referral meetings, child study, IEP meetings and eligibility meetings for preschoolers, including the coordination of all team members participating in the evaluation
- Coordinates, consults and collaborates with the multi-disciplinary team to develop an Individualized Education Plan (IEP) for eligible students; serves as administrator during IEP meetings
- Ensures that students are enrolled according to RPS's enrollment process; collaborates with specialists within the exceptional education department on placement consideration of eligible students
- Prepares and maintains reports for student files to ensure compliance with division, state and federal regulations; secures reports and information from outside sources when applicable
- Collaborates with school-based staff to conduct observations and provide evidenced-based instructional and behavioral strategies to both general and exceptional education teachers to improve outcomes for students with disabilities
- Meets with the building principal and/or exceptional education designee to provide exceptional education compliance updates, feedback on weekly observations, individual/group professional development needs, and/or review of data (discipline, attendance, Child Find, etc.)
- Collaborates with case managers to ensure IEPs are reviewed at least annually, contain parental consent for implementation, are finalized within VA IEP, and are filed appropriately in the student's cumulative record
- Collaborates with case managers to ensure initial eligibility and/or triennial reviews are conducted within 65 business days of the referral date and completes Indicators 9, 10, and 11 as appropriate for each newly eligible student with a disability

- Conducts regular IEP audits to ensure compliance with federal and state law, as well as the division's exceptional education policies and procedures
- Ensures that all students with disabilities are assigned an exceptional education case manager and ensures that caseloads are equitable amongst case managers
- Monitors discipline data for students with disabilities and when applicable attends manifestation determination meetings to ensure procedures for disciplining students with disabilities are followed
- Ensures procedures are followed for transfer students including written parental consent to implement an out-of-state or out-of-division IEP and assists staff in ensuring the transfer IEP is completed within 30 days of the student's arrival
- Ensures that appropriate documents are completed when referring students to the Family Assessment and Planning Team (FAPT)
- Attends all division-wide ICC meetings
- Completes other duties as determined by the Manager and the school's principal

**Qualifications:**

- Master's Degree required
- Valid Virginia teaching license with an endorsement in one or more areas of Exceptional Education, Administration Supervision, and Early Childhood Special Education required
- Minimum of three years' experience as an exceptional education teacher
- Comprehensive knowledge of regulations governing programming for students with disabilities
- Comprehensive understanding of the processes of service delivery and instruction
- Knowledge of Response to Intervention (RTI) and Child Find processes
- Ability to work effectively with students, parents, teachers, administrators, and colleagues
- Demonstrated ability in individual and group decision-making, problem analysis, and conflict resolution
- Demonstrated ability to communicate effectively, orally and in writing
- Bilingual/fluency in Spanish preferred