

ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

COMPLIANCE INSTRUCTIONAL RESOURCE TEACHER

POSITION: Compliance Instructional Resource Teacher

REPORTS TO: Director of Special Education

LOCATION: Department of Special Education

NATURE OF WORK:

This is a professional position to meet the individual needs of students through direct support and consultative support to system administrators and staff to ensure IEPs and supporting documentation is compliant with state and federal regulations.

ESSENTIAL FUNCTIONS:

- Provides training and support to IEP Chairpersons;
- Implements and maintains a compliance database/program for all Special Education students;
- Development of long and short term goals and supports for site based teams to ensure and maintain compliance with State and Federal regulations; and
- Assists with the completion of all Federal, State, and local reports related to compliance and Special Education.

DUTIES AND RESPONSIBILITIES:

- Develops and implements On-Line IEP technical support and training activities to assist schools in addressing identified and ongoing compliance regulations;
- Assists with the completion of all Federal, State, and local reports related to compliance and Special Education;
- Provides On-Line IEP technical training to new special education staff;
- Assists with managing On-Line IEP student data;
- Conducts an ongoing review and analysis of On-Line IEP to determine schools with non-compliance indicators;
- Works with schools in developing a comprehensive compliance review plan, as designated by On-Line IEP Special Education Supervisor;
- Schedules and conducts site visits with appropriate administrative and school staff for compliance self-monitoring; and
- Assists in developing a plan of action to address any identified compliance issues.

QUALIFICATIONS:

- Possess an advanced Professional teacher's certificate with an endorsement on Special Education or Curriculum and Instruction (master's degree preferred);
- Possess curriculum development and instructional leadership experience;
- Possess a minimum of five years successful teaching experience;
- Demonstrate knowledge of Federal, State and local special education policies and regulations;
- Demonstrate highly proficient oral and written communication skills; and
- Evidence of exemplary organizational, human relations and technical skills.

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule for eleven-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

05.2023