

# Classified Personnel

## Job Description

- POSITION TITLE:** **Special Education Compliance and Support Specialist**
- QUALIFICATIONS:** Shall hold a bachelor's degree or higher in an area of special education and a required Kentucky certificate for a special education teaching position.  
Shall have atleast 5 years teaching experience in the area of special education.  
Shall demonstrate the ability to work effectively with students, peers, and adults.  
Shall demonstrate the ability to communicate effectively with students, parents, and school faculties.
- PHYSICAL REQUIREMENTS:** Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as related to the job description.
- RESPONSIBLE TO:** Director of Special Education
- JOB GOAL:** To provide leadership, vision, direction, support, supervision and expertise in compliance with the IEP process. To assist special education staff in implementing the evaluation process. To effectively mentor new and marginal teachers according to areas of need and growth.
- GENERAL DUTIES:** Shall assist all special education teachers as requested.  
Shall work for welfare of students.  
Shall maintain acceptable appearance.  
Shall demonstrate knowledge of job you have accepted.  
Shall perform assigned tasks at an acceptable level.  
Shall illustrate initiative and enthusiasm.  
Shall have acceptable work relations with fellow employees.  
Shall react positively to directives.  
Shall carry out assignments in a timely manner without undue checking.  
Shall adhere to time schedules as set forth.  
Shall have a willingness to cooperate with all staff in which they encounter.  
Shall adhere to School Board of Education Policies and Procedures.
- SPECIFIC DUTIES:** Support and train special education staff as they work to develop Individualized IE Education Plan (IEP), Functional Behavior Assessment (FBA), Behavior Intervention Plan (BIP) and Admission and Release (ARC) Committee Meetings.  
  
Participate in developing and providing special education department professional development to certified and classified staff on special education due process to ensure federal special education guidelines are met.  
  
Review special education student records to monitor for fidelity and compliance based on Kentucky Compliance Record Reviews.  
  
Develop and monitor, practices and procedures that will assist teachers in meeting all federally mandated timelines.  
  
Establish and maintain systematic communication with site managers and special education teachers.  
  
Conduct assessments of all current special education students as requested or assigned. Shall conducts assessments of all potential special education students as assigned.  
  
Attend all ARC, PLC, and district level special education meetings as requested.  
  
Create systems to encourage compliance of all due process componenets.  
  
Collaborate with teachers, principals, and the Director of Special Education to improve each teachers' professional growth.  
  
Perform other duties related to the position as assigned by the Director of Special Education or Superintendent.  
  
  
Shall perform other task and assume other responsibilities as assigned by the Director of Special Education or Superintendent.
- DAYS OF EMPLOYMENT:** 205 days
- SALARY:** Commensurate with the Ashland Independent Schools Certified Salary Schedule.

Adopted: 5/23/22