

**ST. MARY PARISH PUBLIC SCHOOLS  
SPECIAL SERVICES COMPLIANCE COORDINATOR JOB DESCRIPTION**

**POSITION:** Special Services Compliance Coordinator

**REPORTS TO:** Supervisor of Child Welfare and Attendance

**TERMS OF EMPLOYMENT:** 12-Month

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**OBJECT/FUNCTION:** 111/2490

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Exempt

**QUALIFICATIONS:** Valid Louisiana Teaching Certificate. Certified in two or more areas of Special Education and/or Mild/Moderate. Certified in Parish or City School Supervisor of Instruction or Educational Leader Level 1 or 2. Special Education experience preferred.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise special education program services and the implementation of individual education plans.
2. Assist with parish internal monitoring.
3. Assist special education teachers in implementing IEP's, behavior plans and improving instruction.
4. Provide special education instructional personnel with current information on appropriate teaching techniques for exceptional students.
5. Coordinate and represent special education cases at COC hearings, 16<sup>th</sup> Judicial Juvenile Court System, Probation/Corrections, Child Protection, Franklin City Court, FINS Court during the school year and throughout the summer.
6. Coordinate the selection of suitable instructional materials for special education programs.
7. Assist the regular instructional staff in developing and implementing correlated special and regular education programs.
8. Provide parents with specific information concerning their child's individual education program.
9. Assist in the process of evaluation of special education instructional personnel.
10. Assist in the coordination of district collaborative efforts with agencies for investigations.
11. Serve as Special Education Staff Development Coordinator and assist in planning and conducting parish and departmental in-service meetings.
12. Interpret and implement the policies established by federal and state law, and local board policy in the area of special education. Recommend sound policies and procedures to improve program.
13. Protect confidentiality of records and information about students, staff and use discretion when sharing any such information within legal confines.
14. Assist in completion of parish, state and federal reports.
15. Serve on IEP/Placement Committees when appropriate.
16. Keep abreast of developments and changes in special education and assist in decisions on staff and student issues regarding compliance and procedural safeguards.
17. Participate in conferences, seminars, workshops and graduate level study, which contributes to professional competencies.
18. Perform other tasks as may be assigned by the Supervisor of Child Welfare and Attendance or Superintendent.
19. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
20. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure. Maintain focus on incorporating processes to perform payroll functions and other assigned tasks remotely, and work with sub-systems and providers to accomplish remote processing should the need arise.

**ADDITIONAL RESPONSIBILITIES**

**PROFESSIONALISM:** The teacher is required to maintain a high standard of professionalism.

- Design, collect, and maintain student data through accurate, legible, and current record-keeping.
- Analyze student data to affect instruction and learning.
- Accept and use constructive feedback to improve performance.
- Complete assigned tasks, reports, and documents accurately according to specified timelines and expectations.
- Report to work on time following district attendance policy and submits to additional hours when deemed necessary.
- Maintain confidentiality and demonstrate positivity in words and actions as a representative of the school and district.

- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Demonstrate competence in areas of responsibility.
- Exert every effort to constructively involve stakeholders in all professional settings.
- Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/ control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
- Adhere to federal, state, district, and school policies, procedures, guidelines, and regulations.
- Adhere to ethical, legal, and professional standards.
- Provide and participate in virtual lessons/meetings and virtual/digital teaching in a professional manner.
- Follow directives as assigned by principal, principal designee, and/or supervisor.

**PHYSICAL DEMANDS:** The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs. such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

**This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.**

I, \_\_\_\_\_, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_