

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION**

LEAD TEACHER FOR FEDERAL/STATE COMPLIANCE AND MONITORING 11M

POSITION: **Lead Teacher for Federal/State Compliance and Monitoring**

REPORTS TO: **Director of Special Education**

LOCATION: **Department of Special Education/Various Sites**

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 Individualized Education Plans (IEP) and supporting documentation is compliant with federal and state regulations.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools Possess knowledge of IEP programs

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 special education teachers, school administrators and other staff as needed, especially employees new to the SMCPS
- Implements and maintains a compliance database/program for all Special Education students
- Develops of long and short-term goals and supports for site based teams to ensure and maintain compliance with federal and state regulations
- Works in conjunction with the site-specific special education staff to maintain a comprehensive database to ensure compliance with all federal and state indicators
- Assists the Special Education Supervisors with managing On-Line IEP student data;
- Conducts an ongoing review and analysis of On-Line IEPs to determine schools with non-compliance indicators
- Provides training and support to IEP Chairpersons
- 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
- Assists in developing a plan of action to address any identified compliance issues
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Five (5) years teaching experience
- Professional License/Certification holding special education endorsement
- National Board Certified OR Master's degree OR 30-semester credits post-baccalaureate

Preferred:

- Master's Degree
- Administrative I endorsement
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TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC Teacher Career Ladder for eleven-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 7.2024,04.2025