ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT 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 are compliant with state and federal 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 School
- Possess knowledge of IEP programs

DUTIES AND RESPONSIBILITIES:
- Develops and implements online 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
- Assists with managing On-Line IEP student data
- Implements and maintains a compliance database/program for all Special Education students
- Develops long and short-term goals and supports for site-based teams to ensure and maintain compliance with State and Federal regulations
- Assists with the completion of all Federal, State, and local reports related to compliance and Special Education
- Conducts an ongoing review and analysis of online IEP to determine schools with non-compliance indicators
- Works with schools in developing a comprehensive compliance review plan, as designated by online IEP Special Education Supervisor
- Maintains knowledge of Federal, State, and local special education policies and regulations
- 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 duties as assigned

QUALIFICATIONS:
Required:
- Professional License/Certification
- Four (4) years of teaching experience
- National Board Certified OR Master degree OR 30-semester credits post-baccalaureate

Preferred:
- Master's degree
- National Board Certified Teacher

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, 05.2025