

Special Education Compliance Monitor

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Purpose of Position/Summary:

The Special Education Compliance Monitor provides direct compliance support to their assigned schools. This is a 10-month position.

Essential Duties/Responsibilities:

The Special Education Compliance Monitor ensures compliance with state and federal guidelines pertaining to special education by assisting with the coordination and monitoring of evaluation timelines, case conference committee meetings, implementation of IEPs, and supplementary/related services.

In this model, the Special Education Compliance Monitor:

- Conducts new teacher onboarding for IEP writing;
- Informs building-based special education Specialist and administrators of the timelines for Individual Education Plan (IEP) development, annual Case Reviews, Evaluations, Re-Evaluations, Move-In Conferences, Manifestations, Case Conferences, and Progress on Goals;
- Conducts regular IEP audits to ensure compliance with federal and state law, as well as District special education policies and procedures;
- Manages the status of the Special Education Database, including updating the Special Education Placement Screen daily;
- Facilitates the District's special education Child Count;
- Monitors Federal Special Education Indicators;
- Sends Weekly Compliance Updates to building-based special education Specialist to flag compliance hot spots (i.e. evaluation timelines, move-in conferences, etc)
- Monitor and report out to building-based special education Specialist the school suspension, expulsion, seclusion and restraint, and academic data for students with special needs in assigned buildings;
- Requests student STN's and keeps building-based special education Specialist copied on the request;
- Manages IEP system and permissions for their school assignments;
- Maintains and completes reports as requested by the District Department of Special Education
- Inputs special transportation requests (i.e. change of school);
- Collaborates with the Special Education Learning Community Director to determine compliance-related professional development and training needs;
- Perform duties assigned by the Special Education Learning Community Director.

Core Competencies

Critical core competencies for successful performance in this role are:

- Highly-developed communications skills (written/verbal) and interpersonal savvy
- Results/action-orientation; project management skills
- Organizational agility; developed negotiation skills
- Unquestionable personal code of ethics, integrity, diversity and trust
- Able to successfully navigate within varying degrees of ambiguity in a fast-paced environment
- Strong strategic analysis skills

Qualifications

The successful candidate will be discrete, high-energy, agile-minded, strategic, proactive, a direct communicator, highly-organized and committed to the vision and values of IPS and the IPS Special Education Department. In addition, the following standards will generally define the successful incumbent:

- Special Education certification;
- Is proficient in Microsoft Excel, Placement Screen, and has exceptional project management and data analysis skills;
- Strong understanding of federal and state special education rules, regulations, and practices (Article 7 and IDEA);
- Broad knowledge of the theories, principles, practices and methodology of special education;
- Strong understanding of Indiana and IPS special education policies, procedures and programs;
- Ability to be creative in developing alternatives to meet special education needs at each school;
- A track record of developing and maintaining strong working relationships with and among a diverse group of actors;
- Excellent communication skills and strong analytical and writing capabilities;
- Close attention to detail coupled with the ability to exercise good judgment;
- Strong organizational, oral and written communication, and interpersonal skills;
- Proactive nature; able to anticipate conflicts before they arise;
- Ability to work well independently as well as collaboratively;
- Ability to execute meetings, calls and emails with professionalism, courtesy and accuracy;
- Personal qualities of maturity, humility, strong work ethic, sense of humor, and diligence; and
- Ability to effectively allocate and prioritize time to several tasks to ensure completion of all.

Supervisory Responsibilities/Direct Reports:

The Special Education Compliance Monitor works directly with Specialists to ensure assigned buildings maintain 100% compliance with federal and state special education law, supports with compliance training and direct coaching to Specialists in need. This position has no direct reports.

Personal Work Relationships:

The individual in this position works with a wide range of IPS staff, partners, administrators and service providers on routine and diverse problems encountered to fulfill its special education duties. The individual must possess and employ a variety of personal and interpersonal skills in the discharge of the position's responsibilities. This position requires a positive attitude when dealing with staff and IPS constituents. Good judgment, discretion and individual initiative are necessary for the effective discharge of the position's significant responsibilities.

Physical Effort:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Working Conditions:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.