



EMPLOYEE NAME: \_\_\_\_\_

Revised: 12/11, 10/12; 8/14; 6/18; 10/18; 10/20;11/24

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Assistant Director, Special Education Compliance	<b>JOB CODE:</b> 665K
<b>DIVISION:</b> Academic	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Special Student Services	<b>WORKDAYS:</b> Annual Administrative Employee
<b>REPORTS TO:</b> Executive Director, Special Education Compliance	<b>PAY GRADE:</b> CAD (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Assists the Executive Director of Special Education Compliance to coordinate Section 504/IDEA; assists in preparing for due process hearings and/or mediations, conducting resolution meetings, resolving parent complaints; supervises the Parent Mentor Program.	
<b>REVISION DATE(S):</b> 11/24	

**REQUIREMENTS:**

1.	Educational Level: Master’s degree required; specialist degree preferred
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 3 years successful teaching experience with students with disabilities; school leadership experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills with demonstrated ability to communicate effectively to resolve issues related to areas of responsibility; knowledgeable about the IDEA, GA State Rules for Special Education and Section 504 of the Rehabilitation Act; ability to analyze and evaluate program services for students with disabilities; ability to work collaboratively with individuals and groups; problem solving; planning; organization; ability to develop and implement trainings for district staff

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Reviews student files in preparation for IEP meetings, Section 504 meetings, mediations, and due process hearing and provides a summary of findings and makes recommendations regarding the appropriateness of settlements with families .
3.	Ensures that 504/IDEA student records are maintained appropriately within the guidelines set forth by FERPA.
4.	Provides direction and/or guidance related to Section 504 and IDEA compliance to local school administrators, special education administration, teachers, school counselors, and parent mentors.
5.	Serves as the district representative in IDEA and/or Section 504 hearings in the absence of the Executive Director of Special Education Compliance.
6.	Serves as the District coordinator for Section 504 as designated; coordinates and attends meetings with school and district personnel to prepare for IEP team meetings, Section 504 meetings, mediations, and due process hearings.
7.	Obtains information regarding students with disabilities in private and/or residential treatment facilities; provides update to Executive Director of Special Education Compliance.
8.	Assists in providing responses to the Georgia Department of Education and to the Office of Civil Rights for complaints that have been filed by parents.

9.	Assists in coordinating activities related to Child Find under IDEA and Section 504.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_