

ST. MARY'S COUNTY PUBLIC SCHOOLS
CERTIFICATED POSITION DESCRIPTION

LEAD TEACHER for Federal/State Compliance and Monitoring

POSITION: Lead Teacher for Federal/State Compliance and Monitoring
(eleven-month assignment)

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:

- Provides training and support to IEP Chairpersons;
- Implements and maintains a compliance database/program for all Special Education students;
- Development of long and short term goals and supports for site based teams to ensure and maintain compliance with federal and state regulations; and
- Assists with the completion of all Federal, State, and local reports related to compliance and Special Education.

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;
- Maintains the compliance database for all special education federal indicators;
- 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;
- 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; and
- Other duties as assigned.

QUALIFICATIONS:

- Possess a valid and current Advanced Professional Certification in Maryland with an endorsement in Special Education.
- Bachelor's degree required, Master's degree preferred.
- Administrative I certification preferred.

- Possess curriculum development, instructional leadership, and IEP Team Leadership experience.
- Possess a minimum of five years successful teaching experience.
- Demonstrate knowledge of federal, state and local special education policies and regulations.
- Demonstrate highly proficient oral and written communication skills.
- Evidence of exemplary organizational, human relations and technical skills.

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule (#2) for eleven-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC