

Charter Institute at Erskine – Position Description

Title: Director of Special Education Compliance

Department: Charter Institute at Erskine

Reports To: Chief of Student Services

Date Developed or Revised: 03/13/2023

Salary Range: 70,000 - 85,000

Supervisory Responsibilities: None

Position Summary:

The Director of Special Education Compliance ensures compliance with state and federal guidelines pertaining to special education by assisting with coordination and monitoring of applicable laws, special education processes, and dispute resolution.

Essential Duties and Responsibilities.

- Conducts regular IEP audits to ensure compliance with federal and state law, as well as District special education policies and procedures.
- Assist with data collection for district, state, and federal reporting.
- Assume responsibility for keeping the Institute in compliance with state and federal regulations regarding student services programs and keeps appropriate personnel informed of compliance information, concerns, regulations, policies, procedures, etc
- Evaluate school submissions related to district compliance monitoring and oversight.
- Collaborate with the CIE Student Services team to develop targeted training related to audit findings.
- Assist schools to ensure that evaluations, eligibility determinations, individualized education programs (IEPs), and educational placements are conducted/developed in accordance with all state and federal requirements.
- Attend Evaluations and IEPs as district representative, when necessary.
- Collect data and prepare reports and project proposals for the State Department of Education in accordance with state and federal laws and regulations for students.
- Perform additional related duties and fulfill responsibilities as assigned.

Non-Essential Duties and Responsibilities

- Performs other duties and responsibilities as assigned

Minimum Qualifications

- Valid South Carolina certification in Special Education required.
- 5 or more years of experience in serving special populations required.
- Strong written, verbal, and presentation skills.
- Proficiency with Microsoft Excel, PowerPoint, Word, Enrich functions and reporting, and Outlook
- Proficiency with creating and manipulating spreadsheets

Core Competencies

- Consistently represents the Institute in the most exemplary, positive manner by modeling the Erskine Philosophy in action, conduct, demeanor, and speech.
- Participates in staff meetings, trainings, conferences, and professional development sessions.
- Maintain confidentiality as required by the Institute and by law.
- Demonstrates a high degree of flexibility.
- Ability to thrive in a fast-paced work environment.

Career Ladder: (Possible advancement to other positions): Executive Director of Special Education

Mobility: Primarily sedentary, able to sit for long periods of time.

Physical Requirements: Ability to speak, see and hear other personnel. Ability to communicate both in verbal and written form. Capable of using a telephone and computer keyboard. Able to lift up to 10 lbs. Ability to travel within the facility and to other locations. Frequent statewide travel will be required for this role, including school site visits, planning meetings, local and national conferences, training, etc. Overnight stays may be required.

Environmental Conditions: Usual Office Hours (8 am to 5 pm – Monday through Friday)
Hybrid

Affirmative Action (AAP/EEO) Statement

The Charter Institute at Erskine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.