

# Cabell County Schools

## IEP Compliance Specialist

<b>Position Title:</b>	<b>IEP Compliance Specialist</b>
<b>Reports to:</b>	<b>Director of Special Education or her designee</b>
<b>Employment Term:</b>	<b>215 Days*</b>
<b>Salary Schedule:</b>	<b>Cabell County Salary Schedule per years of experience and degree level</b>

### **Responsibilities:**

1. Review all county IEPs for accuracy and appropriateness; address IEP weaknesses with individual teachers as required
2. Provide IEP training to all special education teachers as well as administrators, including all aspects and levels of the IEP process
3. Coordinate training for the new online IEP for every special education teacher and monitor the implementation, organize and facilitate the annual red notebook for special education teachers
4. Assure corrections are made to IEPs when needed, make visits to all schools assigned to assist staff, follow up with staff and administration to assure corrections are made.
5. Co-chair the Continuous Improvement and Focused Monitoring Process for the special education department and assure that all requirements are met
6. Answer IEP questions as required
7. Facilitate student progress monitoring at each assigned school
8. Facilitate file exchange process, pick up and deliver all files to schools
9. Facilitate and attend meetings that are controversial and assure compliance.
10. Any other related duties as assigned by the Director of Special Education or her designee

### **Qualifications:**

1. Certification in special education. Preference will be given to candidates that have certification in speech therapy.
2. Evidence of a minimum of 5 years of successful teaching experience with special education students. The experience should be within the last five years.
3. Evidence of a minimum of 5 years of writing compliant IEPs within the last five years.
4. Evidence of the ability to utilize technology.
5. Documented evidence of a comprehensive understanding of WV Policy 2419, *The West Virginia Regulations for the Education of Exceptional Students*.
6. Demonstrates appropriate oral and written communication skills and effective presentation skills. Able to train large groups of teachers using technology including the online IEP Program.
7. Demonstrates knowledge of how to gather, interpret, and incorporate data into the IEP to direct instruction.
8. Demonstrates knowledge of how to monitor and document the progress of students with disabilities.

9. Demonstrates the ability to coach and mentor teachers and work cooperatively and effectively with others.
10. Evidence of strong organizational skills and ability to structure own work routines and procedures.
11. Demonstrates the ability to maintain confidentiality.
12. Demonstrates professional work habits.
13. Able to pick up and deliver files at many schools during the day.

**\*\*This employment term shall be commensurate with the calendar for 200 day employees. The remaining 15 days of employment shall be scheduled flexibly by the employee's immediate supervisor to assure the overall employment goals of the position are met.**