

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Individuals with Disabilities
Education Act Specialist

Department: Curriculum and Instruction

Grade: 505

Calendar: 260 Days

Job Description

Date Reviewed: June 2023

Reports To: Chief Academic Officer

Purpose of Job

To assist the appropriate district leaders with formulating and interpreting policies and procedures related to special education under the Individuals with Disabilities Education Act (IDEA) to ensure compliance of local, state, and federal special education laws and regulations.

To ensure organization of activities tied to compliance and litigation matters under the IDEA.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Evaluates and monitors the implementation of special education program guidelines, district policies and regulations for compliance with state and federal government regulations and laws.
- Responsible for compiling, filing, and maintaining all reports and records with state, local, and federal departments agencies.
- Serves as the district representative for any special education litigation under IDEA in the school system, to include Mediation and Due Process Hearings at the direction and request of the General Counsel.
- Reviews student educational records in order to gather information for any litigation filed against the district regarding special education under IDEA.
- Compiles necessary reports and reviews of student educational records to provide to the representing attorneys, internal and/or external.
- Attends any legal sessions required to fulfill the requirements of litigation under the IDEA, i.e., deposition, mediation, resolution, etc.
- Provides technical assistance to stakeholders for resolving conflicts between the LEA and the parents/guardians or other petitioners.
- Maintains a data base log and tracking system of special education litigation and complaints.
- Provides support to appropriate stakeholders in preparation of materials or activities related to the state planning process.
- Meets with, interviews, and documents findings regarding persons involved in the IDEA legal cases at the direction and request of the General Counsel.

- Consults with the Director of Special Populations regarding the implementation and compliance to requirements of special education transportation.
- Is well versed in the IDEA and TN Special Education Framework.
- Keeps informed of all legal requirements governing special education and communicates changes to the Chief Academic Officer.
- Provides direction to the Chief Academic Officer regarding training around special education rules, regulations, and special education best practices.
- Provides direct assistance with the Annual Performance Report (APR), to include calculations and the updated indicators for special education state and federal reporting.
- Uses district specific data and APR findings to assist the Director of Special Education and Chief Academic Officer regarding the need and location of all special education programs.
- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Share and discuss data trends as they relate to special education state indicators with the Chief Academic Officer.
- Provide monthly status updates on outstanding IDEA related litigation involving the district to CAO and General Counsel.
- Provide suggestions to the Chief Academic Officer for professional learning opportunities for stakeholders regarding data and compliance for students with disabilities receiving services through an Individualized Education Program (IEP).
- Other duties as assigned by the Chief Academic Officer to support schools and students.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- State of Tennessee administrative certification or professional growth plan evidenced of participation in educational administration.
- Three or more years of successful special education teaching or Local Education Authority (LEA) experience.
- Effective professional relationships with students, teachers, administrators, parents, and community.
- High level of organizational skills and ability.
- Skill in quick, effective decision making.
- Ability to communicate effectively with diverse populations.
- Forward-thinking in educational views and evidence of a willingness to accept change.
- Administrative experience preferred

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System as they pertain to the performance of duties relating to the job of Director of Exceptional Children Services. Has general knowledge of Special Education practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision

when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Employee's Munis Number

Date