



Job Title: **Special Education Specialist – Technical**

Assistance and Compliance

Department: **Office of Special Education and Related Services**

Supervisor: **Director of Special Education and Related Services**

Lane Placement: **Licensed**

Schedule: **214 days** Evaluation Group: **CTESS**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Special Education Specialist – Technical Assistance and Compliance provides support and expertise to teachers, administrators, and parents regarding the technical and compliant implementation of the Individuals with Disabilities Education Act (IDEA), the USOE Special Education Rules and the Procedural Safeguards and Notices. The specialist is available to problem-solve, mentor, write procedures, analyze data, attend complex IEP meetings, assist the Director of Special Education and Related services in the event of a State Complaint or a Due Process Hearing, and to bridge communication from stakeholders to the District Special Education Office.

ESSENTIAL FUNCTIONS

- Ensure compliance with the IDEA policies and procedures
- Ensure compliance with the USBE Special Education Rules
- Ensure compliance with the Procedural Safeguards and Notices
- Analyze student data as it relates to complex IEP meetings, State Complaints, and Due Process Hearings
- Analyze District Special Education procedures to ensure compliance with the IDEA Regulations, the USOE Special Education Rules, and the Procedural Safeguards and Notices
- Write District Special Education procedures to ensure compliance with the IDEA, the USBE Special Education Rules, and the Procedural Safeguards and Notices
- Consult with teachers and administrators
- Bridge communication between teachers, parents, agencies, and district administration
- Advocate for the rights of students with disabilities in accordance with the IDEA, the USBE Special Education Rules, and the Procedural Safeguards and Notices
- Advocate for special education teachers in accordance with the IDEA, the USBE Special Education Rules, and the Procedural Safeguards and Notices
- Provide professional development and coaching to teachers and related service providers
- Provide support to school teams through expert knowledge of the IDEA and USOE Special Education Rules, and the Procedural Safeguards and Notices
- Mentor and collaborate with teachers and administrators for complex IEP meetings
- Provide support to school teams using expert facilitation and mediation skills during complex IEP meetings
- Complete other tasks/duties as assigned at the direction of the Director of Special Education and Related Services
- Predictable and reliable attendance

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check
- Requires a Graduate Degree
- Requires a valid Professional Educator License or equivalent in the State of Utah
- Requires a minimum of three years in special education or related services experience in public schools or agencies that support individuals with disabilities
- Requires expert knowledge of IDEA Regulations, USOE Special Education Rules, and Procedural Safeguards and Notices
- Requires expert facilitation and mediation skills
- Requires expert ability to communicate clearly orally and in written form
- Prior experience in Special Education law preferred

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS--*Not limited to the following:*

- Requires the ability to lift a minimum of ten (10) pounds
- Ability to travel among schools

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org