

Position Title: Exceptional Student Education IEP Compliance Specialist (41 Weeks)

Location: Exceptional Student Education Office of Compliance

Salary: \$53,635.00 to \$86,280.00

Reports to: Director of Exceptional Student Education Compliance Department or Designee

Bargaining Unit: DFT

Benefits Eligible: Yes

Telecommuting Eligibility: Not eligible for telecommuting.

In accordance with the Agreement between Detroit Federation of Teachers and the Board of Education of the School District of the City of Detroit, the following vacancy is announced.

Position Summary:

The ESE Compliance Specialist is a member of the ESE Compliance team who provides support to school and Central Office staff via professional development, data review, mentoring, and compliance reviews. The ESE Compliance Specialist plays an integral role in the development and implementation of processes and procedures for the Office of Exceptional Student Education. Team members actively monitor student records for compliance with federal, state, county and district mandates.

Minimum Qualifications:

- Must possess and provide evidence of a master's degree in the field of Special Education or a related field of study
- Must possess a valid Michigan Teaching Certificate with a minimum of one special education endorsement or possess current Michigan certification/licensure in a related field
- Must have a minimum of five (5) years successful certified teaching experience, three (3) of which are in special education or five (5) years successful employment in a special education related ancillary services position. (e.g., school social worker, school psychologist, speech and language pathologist).
- Possess a comprehensive understanding of Michigan Administrative Rules for Special Education, Michigan's Special Education Procedural Safeguards, due process and District procedures as related to ESE compliance.
- Demonstrated ability to write compliant IEPs.

Essential Functions:

1. Serves as a liaison for the completion and implementation of Individualized Education Plans (IEP), due process rights as related to students with a disability, and ESE procedures.
2. Develops and delivers various modes of professional development opportunities based on trends in data and staff needs, such as virtual, in-person, and blended learning modules.
3. Establishes a consistent cadence to review and analyze ESE data to determine and address trends to support students with a disability, parents, staff, and the implementation of updated written processes, procedures, and trainings:
4. Reviews IEP team decisions and historical District trends to determine best practice for placement options in the least restrictive environment.
5. Provides recommendations for District and departmental processes and procedures as they relate to serving students with a disability and their families.
6. Provides individual support to special education teachers and ancillary staff at the building and Central Office level.
7. Monitors IEPs and related meetings, documenting findings, to ensure schools adhere to all compliance-related rules, regulations, and guidelines.
8. Electronic and manual monitoring of student ESE records to ensure they are maintained at both central and building levels for compliance with federal, state and district mandates.
9. Provides ESE support service and follow-up activities as need to individual staff, building staff, and Central Office staff related to special education compliance.
10. Serves as a compliance coach for ESE Lead teachers.
11. Maintain solid working knowledge of current special education compliance regulations, rules, guidelines, and best practice for serving students with a disability.
12. Supports ESE leadership as it relates to state and due process complaints, including activities required to resolve/close such complaints.
13. Generates weekly, monthly, and quarterly reports to monitor special education compliance, providing these reports to District and ESE leadership as requested.
14. Monitors timeliness for initial, annual and re-evaluation IEPs, providing support and guidance to IEP teams as needed to ensure compliance due dates are met.

15. Attends all meetings as required, including IEP meetings conducted at the school and Central Office levels.
16. Maintains regular office hours for staff to offer support and guidance on an as needed basis.
17. Performs other duties as assigned by supervisor.

Security Clearance:

Internal Applicants

If you are a current Detroit Public Schools Community District employee, you do not have to submit to a new security clearance, unless your new role requires a different type of criminal background check.

External Applicants

In alignment with Michigan law, if you are hired to fill a position, you will be required to submit to a Detroit Public Schools Community District criminal background check. Information regarding required background checks will be shared at point of hire.

Method of Application:

Applicants must apply through the online application system. Only applications submitted through the online application system will be considered for any posted position and all applications require a resume to be considered.

Successful candidates are required to submit official transcript(s) at point of offer to hire. Teaching service outside of the Detroit Public Schools Community District must be verified by the applicant's prior employer(s) prior to hire. It is the applicant's responsibility to provide all documentation (including copies) as requested.

Applicants requesting assistance during the application process should contact the Office of Human Resources via email at recruitment@detroitk12.org or phone at (313) 873-6897. DPSCD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, height, weight, citizenship, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions. Questions? Concerns? contact the Civil Rights Coordinator for more information at (313) 240-4377 or dpscd.compliance@detroitk12.org or 3011 West Grand Boulevard, 14th Floor, Detroit MI 48202.