



# Pickens County Schools

## Job Descriptions

### COMPLIANCE SPECIALIST

**Title/Position:** Special Education Compliance Specialist

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 240 Days, 8 hours/day

**Salary:** Classified Salary Schedule Grade H (Starting pay \$19.25/hour)

**Reports to:** Chief of Student Services

**Qualifications:**

1. High School Diploma
2. Work related experience
3. Computer experience

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### RESPONSIBILITIES

- Maintain system to ensure timelines are met for IEP's and Eligibilities
- Maintain system to ensure timelines on Child Find and Babies Can't Wait transitions
- Maintain system to ensure timelines on 504 reviews and eligibility
- Maintains system to ensure timelines on evaluations/reevaluations
- Obtains, gathers and organizes pertinent data as needed and put it into usable form.
- Assists Special Education Director, Special Education Coordinator(s) and Special Education Teachers to verify documentation is accurate and services are being fulfilled per the IEP
- Work with special education director, coordinators, teachers and psychologists to ensure all timelines are met
- Updates and maintains data in Infinite Campus for state reporting
- Verifies all data in Infinite Campus for FTE and Student Record for accuracy
- Keeps abreast of current changes and updates in special education
- Participates in in-service training required for the job
- Attends professional meetings as required by the Special Education director and the Georgia Department of Education deemed necessary to perform the job
- Cooperates with others and helps make the office a pleasant place to work.
- Handles telephone calls pertinent to special education matters, 504, Child Find or other related responsibilities, as briefly as possible, in a courteous, professional manner, and keeps personal calls to a minimum.
- Performs other related tasks assigned by the Principal and other district administrators as designated by the Superintendent.

**Note:** *The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*