

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

COORDINATOR OF COMPLIANCE AND DUE PROCESS - ESE

Required Qualifications:

- Master's degree in Educational Leadership or in an Exceptional Student Education field
- Minimum of five (5) years of experience in Exceptional Student Education
- Knowledge of federal, state and district laws, policies and procedures for providing services for students in Exceptional Student Education
- Ability and desire to work with parents and all school personnel
- Ability to conduct conflict resolution meetings, actively participate in mediation sessions and provide guidance for and participate in due process hearings
- Skill in handling constituents' problems, concerns and emotional distress with sensitivity and tact

Performance Responsibilities:

- Demonstrate initiative in identifying potential problems or opportunities for improvement, take appropriate action and facilitate problem-solving with individual(s) or group(s)
- Consult with district and school-based instructional and administrative personnel and parents regarding Exceptional Student Education policies and procedures and their implementation
- Meet with advisory, advocacy and support groups to obtain and provide information related to federal and state mandates regarding exceptional education students
- Assist in the development, interpretation and revision of forms used to document compliance with state and federal mandates
- Review current developments, literature and technical sources of information related to job responsibility, and disseminate information and current research to appropriate personnel
- Attend training sessions, conferences and professional development to keep abreast of current practices, programs, and legal issues to increase the individual proficiency in the assigned areas
- Provide to the Director of Exceptional Student Education or designee the establishment of parameters relative to formal/informal mediation and due process hearings and to assess the impact on the district
- Implement due process procedures in response to formal request(s) made by parents or school personnel for Individuals with Disabilities Education Improvement Act (IDEIA) impartial hearings
- Prepare, conduct, summarize and supervise the implementation of formal and informal mediation sessions and/or agreements and Due Process Hearings
- Prepare and disseminate records, assist attorney in developing case arguments, identifying and briefing witnesses through a hearing process
- Monitor the development and implementation of Section 504 plans of the 1973 Rehabilitation Act
- Monitor and ensure compliance of Multi-Tiered Systems of Support (MTSS)

- Participate on district level teams
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Exceptional Student Education and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Exceptional Student Education and/or designee

Evaluation:

Annual evaluation done by the Director of Exceptional Student Education and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

Job Code:

63057

Board Approved: 06/07/05

Revised: 12/13/05, 01/20/09, 03/03/09, 05/17/11, 06/10/14, 06/25/19