

## Job Description

**Job Title:** Compliance Support Specialist

**Supervisor:** Executive Director of Student Advancement

**Position Code:**

**Pay Grade:** 31

**Job Classification:** Non-Exempt

**Contract Length:** 245 Days

### Job Summary

Position is responsible for providing compliance support and technical support to the Executive Director Student Advancement and subsequent department.

### Essential Duties

1. Performs a variety of activities for supervisor and assigned staff such as composing replies to correspondence on own initiative, responding to inquiries from a variety of sources, summarizing reports and information to facilitate review by superior and investigating, evaluating and resolving problems within scope of position.
2. Researches, summarizes and analyzes information; and compiles data to prepare special and recurring reports containing specialized or sensitive information following general direction of supervisor or assigned staff; selects relevant information from a variety of sources.
3. Maintains and tracks budgets for department; monitors expenditures and performs analysis on accounts; prepares both special and recurring reports for supervisor or assigned staff.
4. Stays abreast of current regulations and procedures related to special education; including the Individuals with Disabilities Education Act (IDEA), regulations and applicable local guidelines.
5. Assists Special Education teachers and therapists to help ensure compliance with state and federal regulations and procedures for students with disabilities (IDEA & 504).
6. Conducts ongoing monitoring of complaint paperwork division wide, including ensuring that IEP meetings are properly documented following local, state and federal procedures and regulations. Audits teacher files and addresses the areas of non-compliance.
7. Provides one-on-one and group training sessions for Special Education teachers, therapists and assistants on compliance, procedural issues and special education technology.
8. Maintains, in conjunction with Accountability technology staff, Student Information Compliance software programs including coordination with vendors
9. Provides technical assistance and troubleshoots software and hardware problems associated with the data entry and document generation for special education information records.
10. Audits and monitors Student Information Compliance software program for data integrity and compliance with required reports.
11. Meets with Student Information Compliance software program internal user groups to develop procedures and suggest program modifications/improvements that will meet with State Department guidelines.
12. Meets with staff to resolve issues, communicate new developments for the Student Information Compliance Software Program.
13. Serves as the department contact person to Student Information Compliance Software Technicians.
14. Supports special education Help Desk to ensure accuracy in completion of required compliance documents.
15. Performs other such duties as may be required.
16. Models non-discriminatory practices in activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the

essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Associate's degree in Business or other related field or any equivalent combination of experience, training and education. Must possess knowledge of executive level support service management and be able to work under minimal supervision.

Must have ability to exercise professional decorum. Must possess excellent organizational skills and the ability to handle details accurately. Ability to work effectively and maintain composure under pressure of short deadlines. Proficient in filing and documentation management, electronic and paper-based. Must develop and maintain a strong knowledge base in Special Education law, due process, programs, services, best practices, and other related areas. Must maintain knowledge of current and evolving special education law and practices.

Must possess the ability to establish and maintain effective working relationships.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. While performing the duties of this job, the employee is occasionally required to attend both regular and unscheduled meetings and events, some of which take place outside of regular working hours.

**Supervision Exercised:** None

**Supervision Received:** Executive Director of Student Advancement

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Compliance Support Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Student Advancement or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

