

Job Description

Job Title: Referrals and Compliance Specialist

Position Code:

Job Classification: Exempt

Supervisor: Supervisor, Referrals and Compliance

Pay Grade: 38

Contract Length: 245 Days

Job Summary

Position is responsible for providing guidance, expertise and monitoring of the division's process for the identification of students with disabilities in accordance with federal, state, and local laws, regulations and guidelines. Position chairs Eligibility, Section 504, and Manifestation Determination Review meetings; interprets state and federal regulations; provides on-going professional development and maintains accurate databases. Work is reviewed in terms of quality and timely performance of program objectives in accordance with applicable laws, regulations and procedures.

Essential Duties

1. Serves as Central Office Representative in Eligibility, Section 504 and Manifestation Determination Review meetings at assigned schools.
2. Interprets and enforces federal and state laws and local policies/procedures regarding identification and services for students with disabilities.
3. Assists in developing, coordinating and conducting division-wide professional development on laws, policies and procedures related to Special Education and Section 504.
4. Serves as a resource to principals and teachers on laws, policies, procedures, and best practices related to the referral, evaluation, and eligibility process of students with disabilities.
5. Serves on the Family Assessment Planning Team (FAPT) as a representative from the school system.
6. Coordinates and trains varying staff members on policies and procedures around Restraint and Seclusion.
7. Conducts audit of records to ensure compliance with state and federal special education requirements.
8. Assists the Supervisor of Referrals and Compliance with Child Find responsibilities for private schools.
9. Provides technical assistance and support to teachers and administrators in the use of Synergy SE.
10. Keeps abreast of progress, new developments, and legal happenings in special education.
11. Maintains accurate databases in compliance with applicable laws, regulations and procedures.
12. Serves as central office contact and liaison with parents and the community.
13. Models nondiscriminatory practices in all 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.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor of Referrals and Compliance or other appropriate administrators.

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)

Must possess a Bachelor's degree and Collegiate Professional License with endorsements in Special Education, and a minimum of 5 years teaching experience. Must possess demonstrated knowledge of state and federal laws and regulations pertaining to IDEA requirements and considerable knowledge of the principles and practices of identification of students with disabilities. Must possess excellent organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers, parents, administrators, advocates, students and others.

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 and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

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. The noise level in the work environment is usually moderate.

Ability to direct work of subordinates. Ability to initiate, design, and develop new programs and procedures. Ability to communicate effectively with parents and staff in order to mediate disputes and explain school system policies and programs.

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Supervision Exercised: None

Supervision Received: Supervisor, Referrals and Compliance or assigned administrator.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Referrals and Compliance Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor, Referrals and Compliance 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:

Supervisor

Date

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

Employee Name (Print)

Signature

Date

Revised 08/2025