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## ACHIEVEMENT AND COMPLIANCE COACH

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**TITLE:** Achievement and Compliance Coach

**REPORTS TO:** Special Education Administrators

**SUPERVISES:** N/A

**JOB FUNCTION:** Coordinate and assist the school based special education team to support student achievement; administer, score and interpret assessment; and maintain special education compliance. The Achievement and Compliance Coaches (ACC) will provide technical assistance, professional development training and support for the implementation of the Kentucky Administration Regulations and the Individuals with Disabilities Education Act (IDEA)

### **DUTIES AND RESPONSIBILITIES:**

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- Complete due process forms correctly and accurately, schedule and chair ARCs according to policies and procedures/timelines
- Assist staff, parents, etc. in referral procedures, collecting required information prior to ARC to discuss referral (updated screenings, documentation of interventions, etc.)
- Collect data at the school level and assist with on-going review and analysis of school data related to achievement gaps of special education population
- Adheres to policies for completing reports within specified timelines and prepares reports in conjunction with the evaluation team
- Participates in decision making for program planning and development of individual education programs aimed at improving individual student achievement
- Input special education data into the district tracking system

## **ACHIEVEMENT AND COMPLIANCE COACH**

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- Provide professional development on special education issues including due process, eligibility, specific areas of disabilities, etc
- Provide input for effective and efficient scheduling to maximize student access to general curriculum
- Guide and coach teams to implement appropriate evidence based practices based on data
- Effectively selects assessment instrument appropriate for the students age, needs and suspected disability
- Competently administers, scores, and interprets assessments
- Analyzes student performance in relation to progress in general education curriculum and links recommendations to strengths and weaknesses to increase college, career and citizenship readiness.
- Maintain regular attendance
- Develop and maintain a positive rapport with families and staff
- Perform other duties as specified by the supervisors

### **PHYSICAL DEMANDS**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

### **EDUCATION AND EXPERIENCE:**

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- Special Education teaching certification
- Master's Degree in education or similar
- Three years of successful teaching experience
- Endorsement for Educational Consultant
- Must have working knowledge of the requirements of the Individuals with Disabilities Education Act

## **ACHIEVEMENT AND COMPLIANCE COACH**

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- Must be knowledgeable in the various areas of due process including referral, timelines, ARC procedures
- Experience in administering and interpreting educational assessments preferred but not required

## **LICENSES AND OTHER REQUIREMENTS:**

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- Kentucky Certification in Special Education
- Endorsement for Teacher Consultant or Director of Special Education Certification

*Original Date: 03.2014*