

PRESCHOOL COMPLIANCE COACH

TITLE: Preschool Compliance Coach

REPORTS TO: Special Education Administrators

SUPERVISES: N/A

JOB FUNCTION: Maintain special education compliance with emphasis on coordinating a system to ensure evaluation timelines (3rd birthday for students transitioning from Part C and 60 day timelines) are met. The PCC 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:

- Complete due process forms correctly and accurately, schedule and chair ARCs according to policies and procedures/timelines
- Use the Part C list provided by KDE to maintain a tracking system for students transitioning from Part C
- Develop a procedure for initiating contact with First Steps, when needed.
- Work collaboratively with First Steps staff and assist parents with referral procedures, including collecting required information prior to ARC to discuss referral (updated screenings, documentation of interventions, etc.)
- Participates in decision making for program planning and development of individual education programs aimed at providing early interventions to prepare for kindergarten readiness.
- Input special education data into the district tracking system
- Provide professional development on special education issues including due process, eligibility, specific areas of disabilities, etc
- Guide and coach teams to implement appropriate evidence based practices based on data collection and data interpretation.

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- Complete due process forms correctly and accurately
- Maintain regular attendance
- Perform other duties as specified by the supervisors
- Collaborate effectively with team members, related service providers, and outside agencies.

PHYSICAL DEMANDS:

- 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:

- Master's Degree in education or similar
- Three years of professional service in an educational setting
- Must have working knowledge of the requirements of the Individuals with Disabilities Education Act
- Must be knowledgeable in the various areas of due process including referral, timelines, ARC procedures, least restrictive environments, etc.

LICENSES AND OTHER REQUIREMENTS:

- Kentucky Certification in Special Education
- Endorsement, (or credentials to obtain) as Exceptional Child Consultant or Director of Special Education Certification

Original Date: 03.2014