

Job Title: Compliance and Mentor Teacher
Department: Special Education
Reports To: Special Education Coordinator II
FLSA Status: Exempt
Salary Schedule: TT (TOSA Level 1)



SUMMARY

The primary responsibility of the Special Education Compliance and Mentor Teacher is to provide support in the areas of compliance monitoring and tasks associated with the WCSD Online IEP Management System and Online Medicaid Billing System. The Compliance and Mentor Teacher works closely with the Coordinator II overseeing Compliance/Medicaid.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Performs data entry in the following areas: special education codes in PowerSchool and GoalView, correcting error codes in EasyTrac, files compliance checks at schools, and UPIPS entry.

Runs monthly reports for analysis in GoalView (Online IEP Management System) and EasyTrac (Online Medicaid Billing System). Corrects all SCRAM errors and Medicaid billing errors.

Provides training to Special Education Department chairs, special education teachers, and related service providers regarding GoalView and EasyTrac.

Creates training modules for EasyTrac.

Facilitates Medicaid eligibility form completion with parents and Workforce Services.

Coaches and mentors special education teachers in their compliance responsibilities to ensure all students with disabilities have available a FAPE as specified in the IEP.

Provides technical assistance in compliance, specially designed instruction, IEP development, and placement.

Ensures compliance to local, state, and federal special education policies, procedures, and implementation of research based instructional practices to meet the needs of students with disabilities.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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 accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have a working knowledge of and the ability to train and teachers on compliance to local, state, and federal special education policies, procedures, laws, guidance, and technical manuals.

Must have the ability to acknowledge and utilize the skills and expertise of others and maintain confidentiality in order to build trust and increase the capacity of individuals and teams.

Must have the ability to understand the special needs of individual teachers and students. Must have the ability to learn, understand and follow rules and regulations as they apply to the job assignment. Must have the ability to learn and implement emergency procedures. Must have the ability to follow directions and carry out assignments as given.

Ability to use spreadsheets and databases. Ability to learn new data systems and maintain proficiency.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board. Strong communication skills are required for report writing and communicating with students, teachers, and parents.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited four-year college or university. Master's degree is preferred.

A minimum of four years' experience teaching students with disabilities at the either the elementary or secondary level.

Must be a teacher in good standing with no documented performance or conduct concerns within the past three years per WCSD policy 1120.3.1.

CERTIFICATES, LICENSES, REGISTRATIONS

A current Level 2 Utah Teaching License.

A valid Utah Driver's License is required. Must pass the Utah State Employee Drivers Education written test (available online) annually.

PHYSICAL DEMANDS *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to handle or feel, talk or hear, and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance, and taste or smell. The employee must have the ability to interact with children while seated on the floor, in a chair, and while standing. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee must have the ability to attach mounting systems to wheelchairs.

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.*

While performing the duties of this job, the employee will regularly be exposed to outside weather conditions while driving to and from various school sites across the school district. The noise level in the work environment is usually moderate.

Prepared By: Special Education Director			Date: 10/30/2019
Approved By: Assistant Director, Human Resources			Date: 10/31/2019
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	