



WASHINGTON LATIN  
PUBLIC CHARTER SCHOOL

## **SPECIAL EDUCATION COMPLIANCE MANAGER**

**School-Year 2022-23**

**Full-time, 12-month position**

**Start Date: Immediately**

### **JOB PURPOSE**

The Compliance Manager supports the creation and maintenance of policies and systems that ensure overall compliance for IEP and 504 plans across both the Middle School and the High School in accordance with a range of federal and state special education requirements.

This job reports to the Director of Student Support Services.

### **IDEAL QUALIFICATIONS**

- Bachelor's Degree Required; Master's Degree Preferred
- Minimum five years of experience in Special Education strongly preferred
- Experience leading complex special education meetings strongly preferred

### *Responsibilities*

#### **Driving compliance:**

- Ensure student support services staff abide by IDEA and local regulations
- Collaborate with the Student Support team to ensure compliance of student support services files
- Drive the scheduling of IEP, SEP, Eligibility, and 504 meetings in a timely manner
- Maintain the special education database system (SEDS)
- Provide professional development and support to case managers and assist them in gathering and analyzing data (assessments, grades, observations, teacher comments, etc.) prior to requesting evaluations and input information into SEDS
- Work closely with the school psychologist and other related service providers to ensure assessments are completed in a timely manner
- Coordinate the implementation of accommodations on state and local testing in collaboration with school teams
- Collaborate with the Director on due process actions
- Coordinate the collection and dissemination of Medicaid related documents to parents and other stakeholders
- Provide technical support and training on the SEDS system to staff (including case managers and related service providers)
- Receive and review monthly reports on the status of outstanding IEP documentation.
- Take comprehensive meeting notes and/or monitor notes taken by case managers; record dissenting opinions

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- Ensure IEPs are compliant with federal and district regulations, goals are standards based and relevant for the individual students, and present levels of performance are appropriate and current.
- Facilitate small group professional development on an as needed basis.

### ***Knowledge, Skills, and Abilities***

- Appreciate students;
- Hold oneself to the same standards to which one holds students;
- Demonstrate responsibility and care with the limited resources of the school;
- Communicate clearly and concisely, both orally and in writing;
- Recognize the partnership between school and home as a crucial component of a student's experience in school; respond to all parent phone calls and emails in a timely, courteous manner;
- Persevere through challenges;
- Show a commitment to the classical mission of the school.

## **WHO YOU ARE**

You are a master of your field, a curious lifelong learner, and someone who loves working with and for kids. Additionally, you consistently do the following:

### **For Students**

- Manage and appreciate students;
- Create and maintain a respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- Support and enforce the School's Anti-Bullying Policy;
- Establish and consistently administer high academic and personal expectations for students;
- Hold oneself to the same standards to which one holds students.

### **For Colleagues and Administrators**

- Be respectful of one's colleagues and administrators in word and deed;
- Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators;
- Be present at as many after-school activities as possible;
- Discuss any complaints with those directly involved;
- Participate fully in all faculty meetings;
- Assist with admission visits as needed;
- Be responsible with the limited resources of the school;
- Fulfill the responsibilities and conditions of employment detailed in the Faculty Handbook;
- Substitute for colleagues whenever necessary;
- Alert the administration about any contentious interactions with students or parents.

### **For Parents**

- Recognize the partnership between school and home as a crucial component of a student's experience in school;
- Respond to all parent phone calls and emails in a timely, courteous manner;
- Present oneself as a professional at all times;

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- Work with parent volunteers;
- Alert the administration about any contentious interactions with parents.

### **For Oneself**

- Actively pursue professional development opportunities;
- Join all relevant education organizations for one's continued growth;
- Discuss with your supervising administrator any particular conditions that could make life at WLPCS more enjoyable and productive;
- As much as possible, maintain some healthy balance of professional and personal time.

## **WHO WE ARE**

Washington Latin is a liberal arts, college preparatory school with a classical mission serving 700 students in grades 5-12 from across the District of Columbia. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter.

Our school is grounded in the following essential characteristics, which shape the Washington Latin experience for our faculty, students, and families:

- **Classical Mission** – Our model brings together timeless truths from antiquity with the study of contemporary issues through a broad liberal arts curriculum, aimed at helping our students develop both their autonomy as individuals and their commitment to the common good. We ask students to consider moral issues across every subject and grade, particularly through regular Socratic seminars that help them to develop informed, reasoned and flexible opinions. This ability to engage in civil debate is a keystone of our democratic society and thus an important element of our program.
- **Diverse, integrated community** – Our student body is diverse by design, which we consider necessary to accomplish our mission. We believe that a central purpose of education is to help students to develop the ability to work within our diverse and increasingly global society. Our approach cultivates students' respect for difference while fostering their understanding and appreciation of our shared humanity.
- **Personal, Nurturing Culture** – Washington Latin is deliberately small (overall and in terms of class sizes), so that everyone is known as a scholar and individual. We aim for mutual trust and respect in our community to foster intellectual curiosity and creativity. We want for students and faculty alike to feel a sense of community that encourages them to try something new, challenge ideas, make mistakes, and step up as leaders.
- **Faculty Excellence & Autonomy** – Our leaders are teachers, and our teachers are leaders. They bring expertise in and passion for their fields of study to their classrooms. We grant them autonomy in curricular and teaching choices, while at the same time providing personal support and opportunities for their professional development. Above all, we respect and nurture their intellect and humanity. The result: a stable cadre of excellent teachers, close-knit as a community and devoted to their students' long-term success.

## **COMMITMENT TO DIVERSITY/EQUAL OPPORTUNITY EMPLOYMENT POLICY**

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Washington Latin is an equal-opportunity employer and it is our policy to recruit, hire, and promote for all jobs on the basis of merit, qualifications, skills and competence. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. Washington Latin will fully comply with all employment-related and other laws. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.

## **APPLY NOW**

Qualified applicants should submit a resume to [jobs@latinpcs.org](mailto:jobs@latinpcs.org). Please do not submit a cover letter. Final candidates for the position will be asked to complete a two-to-three-hour assignment remotely before a final interview takes place.

*Read more about Latin's model, teaching approach, and community on our website- [www.latinpcs.org](http://www.latinpcs.org). This job description does not state nor is it intended to imply that these are the only duties to be performed by the employee occupying this position. All employees should be prepared to go beyond the narrow job description of the faculty member and participate in the full life of the school.*