



## **Compliance Manager of Special Education**

About the Education Achievement Authority: Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not a school system. We believe that ALL of our students can and will achieve. We are always looking at ways to improve while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

**JOB TITLE:** Compliance Manager of Special Education

**REPORTS TO:** Executive Director of Special Education

### **Summary of Position:**

The Compliance Manager of Special Education will support the Executive Director of Special Education with coordination and management of the CIMS system. She/he will support in all aspects of compliance as defined by state and federal guidelines. In addition, they will design and lead professional development sessions around increasing the effectiveness of individualized education plans in order to best identify the needs and provide appropriate services in the least restrictive environment for our students with special needs.

### **Minimum Qualifications:**

- Bachelor's degree required, master's degree preferred in special education
- At least five (5) years of full-time professional experience in special education
- A strong customer-service orientation
- Excellent problem-solving and communications skills
- Entrepreneurialism and resourcefulness, with the ability to deliver results in a deadline-driven, complex environment
- Commitment to ensuring that all students have access to high quality educational options

### **Responsibilities and Essential Functions:**

The Compliance Manager of Special Education's responsibilities will include, but not be limited to the following:

- Participate in focused and general supervision monitoring activities
- Conduct data verification and validation activities
- Review and analyze validated data to determine compliance and corrections.

- Track the required activities in the Continuous Improvement and Monitoring System (CIMS) workbook, including monitoring activities, planning for correction, data verification and data validation.
- Promote and provide leadership for continuous improvement activities.
- Collaborates with others for the purpose of implementing and maintaining services in accordance with programmatic and regulatory requirements
- Manages assigned programs and/or services for the purpose of achieving outcomes in relation to program objectives, and ensuring conformance with legal, financial and EAA's requirements.
- Serves as a resource to the Executive Director of Special Education and other cabinet members for the purpose of explaining procedures conveying and/or receiving information as needed for the planning, developing and evaluating of services related to special education.
- Comply with state and federal statutes and board policies.

Filing Deadline: Posted until filled

Salary: Commensurate with experience

Length of work year: Twelve (12) Months

Effective Date: Immediately

Method of Application: All interested candidates should submit a current resume via e-mail to: [eaajobs@eaafmichigan.org](mailto:eaajobs@eaafmichigan.org)

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