



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Compliance Coordinator
Reports to: Director of Special Education

Purposes and Objectives of the Position:

The Compliance Coordinator provides support to the Special Education Department in the area of IDEA and Section 504 compliance.

Qualifications:

- Kansas License Deaf/Hard of Hearing

Duties and Requirements:

- Reviews IEP paperwork submitted by special education teachers and related service providers for the following:
 - a. Federal and State legal components
 - b. Cohesive present levels of academic functioning
 - c. Annual goals and objectives
 - d. Accuracy of proposed special education services
 - e. Signatures and dates
 - f. 3 year re-evaluations are being completed in a timely manner in accordance with Federal law
- Provides building support for Special Education and related service providers
- Conducts monthly meetings with new teachers and teachers who are teaching on waiver or provisional licenses
- Provides IEP skill building activities during quarterly trainings
- Provides direct shoulder to shoulder support for special education staff who require additional IEP compliance support
- Works with MIS clerk
- Assists with IDEA and Gifted file review
- Assists with Skyward IEP forms development and conversion process
- Verifies Medicaid Compliance
- Performs other duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.