



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Compliance Teacher
<b><i>Payroll/Personnel Type:</i></b>	10 Month
<b><i>Reports to:</i></b>	Special Education Manager

**Position Summary:**

The primary function of the Compliance Teacher is to assure adherence to timelines and federal and state requirements for special education services. The Compliance Teacher has the responsibility for monitoring compliance in select schools, reporting status to the school-based staff and immediate administrators, and assisting staff with computerized IEPs and technology.

**Essential Functions:**

- Assist school-based staff in implementing new technology for IEPs.
- Assist with overall monitoring of timeliness and regulations for IEPs, evaluations, reevaluations and suspensions.
- Advise teachers, principals and Special Education Managers of upcoming deadlines and overdue cases on a periodic basis.
- Mentor new teachers and substitutes concerning requirements for special education.
- In service staff as directed by the Special Education Manager.
- Maintain and share a working knowledge of current laws, regulations and strategies in special education.
- Perform other job-related duties as assigned.

**Experience:**

- Requires a minimum of three years' experience teaching special education.

**Education:**

- Master's Degree in related area.
- Missouri State Certification in one of more areas of special education.

**Knowledge, Skills, and Abilities:**

- Evidence of good oral and written communication skills.
- Knowledge of federal laws and state regulations governing special education.
- Driver's license and vehicle for travel among schools.
- Computer skills, ability to use and assist others with computerized IEPs
- Ability to work independently, schedule and utilize time to best serve the needs of the area assigned.

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Walking, sitting, talking and hearing.
- Clarity of vision at 20 inches or less.



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- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects.

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

\_\_\_\_\_  
Employee      Date

\_\_\_\_\_  
Immediate Supervisor      Date

\_\_\_\_\_  
Human Resources      Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***