

PLEASE POST

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PUBLIC SCHOOLS OF ROBESON COUNTY  
POST OFFICE DRAWER 2909 LUMBERTON,  
NC 28359  
VACANCY ANNOUNCEMENT

**DATE:** August 18, 2023

**POSITION:** Exceptional Children Program Specialist(s)

**SALARY:** \$3,700.00 - \$5,400.00 (12 Months)

**LOCATION:** To Be Determined

**REPORTS TO:** Director of Exceptional Children

**DEADLINE DATE FOR RECEIVING APPLICATION:** August 31, 2023

**QUALIFICATIONS:** 1. Licensure in Special Education, preferably with additional hours in special education law and or school administration  
2. Five or more years' experience teaching exceptional children  
3. Strong interpersonal and conference skills  
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable  
5. Knowledgeable of IDEA and all applicable federal laws

**General Duties:** Maintain Exceptional Children Compliance

- Oversees and monitors implementation of the compliance program, will work directly on a weekly basis to maintain referrals and to ensure 90 day timelines are met and re-evaluations are completed within the required date
- Participate in training by NCDPI EC Division, PSRC and any other assigned training
- Review and audit of each individual student record for compliance with state and federal regulations and guidelines
- Reports noncompliance issues detected through auditing and monitoring, nature of corrective action plans implemented in response to identified problems, and results of follow-up audits to the EC Director
- Participate in Elementary, Middle and High School IEP committee meetings as LEA designee
- Review compliance reports to ensure meetings are being held in a timely manner at school
- Review records before and after meetings to make sure record is complete and compliance
- Work with school administrators regarding EC process and compliance questions
- Work with psychologists through referral and re-evaluation processes
- Administer Educational Assessments as needed
- Provide communication to schools regarding noncompliance issues and assist with corrective action to ensure resolution of problem areas identified during an internal auditing/monitoring activity
- Audit/copy/transfer EC records of students transferring outside the LEA
- Audit/transfer EC records of students transferring within the LEA
- Secure and audit EC records of transferring High School students prior to their placement in the EC program
- Respond to phone calls related to compliance issues

- Recommends revisions to the compliance program to improve its effectiveness •
- Consult with IEP teams on Headcount issues through review process and visits •
- Check rosters on specified Headcount
- Gather data for federal Continuous Improvement Performance Plan (CIPP)
- Participate on EC Steering Committee for CIPP
- Developments and coordinates IEP training regarding elements of the compliance program, such as appropriate forms and documentation, to all appropriate EC staff

### **INSTRUCTIONS TO APPLICANTS**

1. The stated deadline will be strictly adhered to. All applications must be in the Human Resources Department of the Public Schools of Robeson County by 5:00 p.m. on the stated deadline date in order to be considered for the position.
2. **Current Employees:** Must submit a letter/resume of interest in this specific job opening.  
Public Schools of Robeson County  
Attn: Human Resources Department  
Post Office Drawer 2909  
Lumberton, NC 28359  
Telephone Number: (910) 671-6000  
Fax Number: (910) 370-9756
3. **Selection Process:** All applications received for this position will be reviewed by the Human Resources Department. Selected applicants will be contacted for an interview. All applications will be retained on an active status for a period of one (1) year.

The Board of Education for the Public School of Robeson County is an equal opportunity employer.