



Title:	Compliance Data Monitor
Reports to:	EC Director/ Coordinator
Terms of Employment:	10 Months
Salary:	NC State Salary Schedule

Responsible to: Program Administrator of Services for Exceptional Children
Principals of schools served

Job Goals: To assist with the record keeping, data collection, and reporting activities required by federal, state, and local education agencies

Qualifications:

1. Must have had training and some work experiences in the area of data management.
2. Must have access to transportation.
3. Must be professional in appearance and articulate.

Duties and Responsibilities:

- Assist in checking individual student records for compliance with the state and federal regulations.
- Assist in gathering required records for transfer students.
- Assist school staff in efficient record keeping and understanding compliance issues.
- Assist teachers by previewing EC paperwork on EasyIEP.
- Assist in compiling data for exceptional children reports for federal, state, or local agencies.
- Assist in checking headcount information on roster against actual folders and in checking folders against roster.
- Assist in providing a complete audit of each EC record prior to initial placement and 3 year reevaluation.
- Assist in filing EC papers in appropriate folders.
- Assist in compiling folders for compliance
- Transport reports and/or EC folders between schools and Central Office.
- Schedule a weekly meeting with every EC Teacher at assigned schools to preview /review paperwork, discuss annual review/reevaluation due date, answer questions, etc.
- Other duties as assigned by the EC Director/Coordinator.