



Special Education Due Process Consultant

Service Team	<u>Special Services</u>	Employment Type	<u>Full-time</u>
Reports to	<u>Chief Special Services Officer</u>	FLSA Status	<u>Exempt</u>
Primary Location	<u>GRREC Office</u>	Annual Contract Days	<u>220</u>
Application Deadline	<u>Until Filled</u>	Anticipated Start Date	<u>July 1, 2026</u>

POSITION OVERVIEW

The Green River Regional Educational Cooperative (GRREC) is seeking a Special Education Due Process Consultant to support change in a complex education system. This position contributes to the success of GRREC by working closely with state, regional, and district partners to align resources and develop implementation systems that improve academic outcomes for students with disabilities throughout the GRREC region. The role supports the development of sustainable service delivery systems that provide cohesive frameworks for training, coaching, compliance support, and assessment of implementation fidelity.

KEY RESPONSIBILITIES

The Special Education Due Process Consultant will:

- Develop and provide professional learning and coaching related to IEP development, progress monitoring, transition services, and specially designed instruction
- Support districts in creating and sustaining systems of support for students with disabilities
- Assist districts in implementing evidence-based instructional practices, accommodations, and modifications that improve student outcomes
- Support schools and districts in addressing compliance requirements and corrective action planning
- Collaborate with districts, KDE, and regional partners to identify technical assistance and training needs

MINIMUM QUALIFICATIONS

Applicants should have:

- Master's degree from an accredited university
- Minimum of 7 years of experience in special education
- Experience in professional learning, instructional coaching, and special education support services
- Valid Kentucky teaching certificate in special education

KNOWLEDGE, SKILLS, & ABILITIES:

The successful candidate will demonstrate:

- Knowledge of federal and state special education laws and regulations
- Deep knowledge of evidence-based practices and specially designed instruction for students with disabilities
- Expertise in IEP development, progress monitoring, and transition services
- Strong organizational, communication, and problem-solving skills
- Ability to build relationships and collaborate with districts and stakeholders

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

This position typically works in an office, school, and community setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position. The role may require:

- Sitting, standing, walking, speaking, using office technology
- Travel within and outside the GRREC region
- Occasional lifting or moving of materials up to 25 pounds
- Participation in meetings, trainings, conferences, and district support activities

COMPENSATION & BENEFITS

- Based on rank and experience in accordance with GRREC's Salary Schedule
- Eligible for medical, dental, and vision coverage, paid sick leave, personal leave, and holidays based on contracted days
- Participate in the Kentucky Teachers' Retirement System (TRS)
- Optional supplemental benefits available through payroll deduction

HOW TO APPLY

Interested applicant should submit:

- Application form
- Cover letter
- Resume

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Location, duties and responsibilities may be altered to meet the needs of the organization.

Successful completion of post-offer, pre-employment screenings are required as a contingency of employment.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT: GRREC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable law. Reasonable accommodations are available for qualified individuals with disabilities and for limitations related to pregnancy, childbirth, and related medical conditions.