



A Role Description for LEAs

The LEA Special Education Point of Contact (POC) serves as the liaison between the LEA and the Office of the State Superintendent of Education (OSSE) for activities and responsibilities related to special education. This includes the implementation of all facets of special education, including data and information management, compliance activities and coordination of training and development. This description can support LEAs to identify and outline expectations for staff to play this important role.



LEA Special Education POC Responsibilities

DATA AND INFORMATION MANAGEMENT

- Read, share and train school staff on special education policy and guidance.
- Leverage OSSE policy and guidance to support compliant LEA policies and practices.
- Leverage student-level data and data systems to identify needs for supporting technical assistance and professional development.
- Train, share knowledge and ensure staff training on OSSE data systems supporting students with disabilities.
- Collaborate with LEA Data Manager to manage LEA access and use of special education data systems.
- Coordinate data systems troubleshooting by submitting OSSE Support Tool (OST) tickets on behalf of the LEA.
- Collaborate across the LEA to ensure required data submissions are completed (e.g., enrollment, Transportation Request Forms [TRFs], alternate assessment applications, and Extended School Year [ESY] Certifications).
- Support designation of appropriate special education user roles in the All-Staff Data Collection in the Integrated Data Submission (IDS).

COMPLIANCE ACTIVITIES

- Coordinate correction of student and LEA-level non-compliance with special education requirements.
- Collaborate with OSSE monitoring teams to support program improvement.
- Support development of internal policies and processes to govern LEA implementation of special education obligations.
- Coordinate internal activities to review LEA compliance with special education requirements prior to OSSE reviews.
- Support LEA responses to due process complaints, state complaints, and requests to resolve parent concerns regarding special education.
- Conduct data collection and reporting to OSSE of Child Outcome Summary (COS) information.

TRAINING AND DEVELOPMENT COORDINATION

- Read, share, and train LEA staff on OSSE resources for evidence-based practices to improve programs.
- Coordinate LEA participation in OSSE training opportunities.
- Facilitate implementation of OSSE-directed technical assistance and supports to improve LEA practices.
- Participate in trainings for specific responsibility areas and continuing professional development specific to this role.

Role Designation

LEAs may designate their LEA Special Education POC to OSSE in the way that best meets the needs of the LEA, considering size and staffing structures of the organization. LEAs may designate more than one LEA Special Education POC to ensure appropriate capacity for the responsibilities described in this role description. Staff serving in this role should work with the LEA's Data Manager to ensure that they are appropriately designated as an LEA Special Education POC in OSSE's All Staff Data Collection in IDS to facilitate appropriate access to data systems and to ensure they receive all official OSSE communications for this role.