

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Special Education Compliance Officer

Job Description

Reports to: Director of Special Education

Term: 212 Days

Status: Exempt

Primary Purpose: The Special Education Compliance Officer provides direct compliance support for their assigned school. The Special Education Compliance Officer ensures compliance with state and federal guidelines pertaining to special education by assisting with the coordination and monitoring of evaluation timelines, ARD document compliance, implementation of IEPs, archiving ARD documents, emailing IEPs to the teachers, and overall maintenance of the special education audit files.

Qualifications/Certifications

- Valid Texas Teacher Certification
- Special Education EC-12 Certified
- At least three years' experience as a special education teacher
- ARD Facilitator experience preferred

Special Knowledge/Skills:

- Proficient in esped, excel, and Microsoft word
- Strong understanding of federal and state special education rules and laws
- Strong understanding of writing of standard-based PLAAFPs
- Strong understanding of writing measurable goals and objectives
- Strong understanding of IPI's, Transition, and Graduation areas of the IEP
- Highly developed communication skills (written and verbal)
- Results orientated
- Strong organization skill
- Ability to effectively allocate and prioritize time to several tasks to ensure completion of all tasks
- Close attention to detail
- Able to successfully navigate within varying degrees of ambiguity in a fast pace work environment
- Excellent communication skills and strong strategic analysis skills
- Able to develop and maintain strong working relationships with colleagues and peers
- Able to work well independently as well as collaboratively
- Ability to execute meetings, calls, and emails with professionalism, courtesy and accuracy
- Personal qualities of maturity, humility, strong work ethic, and diligence

Duties:

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1. Conducts new teacher training for IEP writing.
2. Informs campus-based special education staff and administrators of the timelines for IEP development, annual ARDS, evaluation timelines, reevaluations, MDR.
3. Conducts monthly IEP audits to ensure compliance with federal, state and district special education policies and procedures.
4. Manages the status of esped documents to ensure ARDs are legally compliant in all areas before archiving. Monitors all esped records for accurate student/programs counts.
5. Inputs the PEIMS data into Skyward and cross checks with esped.
6. Sends monthly compliance updates to the Director of Special Education.
7. Sends the monthly restraint report to Tiffany Beard.
8. Manages the overall esped system for special education.
9. Perform other duties as assigned by the Director of Special Education.

Supervisory Responsibilities: None

Working Conditions

Mental Demands: Maintain emotional control under stress. Work with frequent interruptions

Physical Demands: Regular district-wide travel to multiple work locations as assigned. Moderate lifting and carrying

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____