

AUSTIN ISD

JOB DESCRIPTION

JOB TITLE:	ADMINISTRATIVE SUPERVISOR COMPLIANCE			PAY GRADE:	CAD 2
DUTY DAYS:	226	FLSA STATUS:	EXEMPT	DATE REVISED:	08/27/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED.				

MINIMUM QUALIFICATIONS:

A Master's degree in the program area from an accredited college or university is required. A minimum of three (3) years of effective Special Education teaching experience is preferred. A valid Texas Special Education Teaching certificate and a valid Texas Administrative certificate is also preferred. Experience in special education, a background in teaching, school administration, or a related compliance role is preferred.

SKILL REQUIREMENTS:

Knowledge of Federal, State, and Local rules and regulations associated with the implementation of special education services to students with disabilities. Experienced with legal implications associated with educational programming and service delivery to students receiving special education services. Experienced in integrating both Federal and State mandates into operational guidelines, processes and procedures for effective programming and implementation of service delivery. Incumbent will develop monitoring processes and procedures to ensure program compliance and/or to assist in the development of corrective action plans to reestablish appropriate service delivery. Experienced in working with parent and family concerns, Texas Education Agency (TEA) complaints, and due process hearings through resolution and corrective actions. Knowledgeable of current legal actions and program implementations for ensuring compliance of all service components of the educational plans of students. Knowledgeable about local and community resources which can help address teacher, student, parents, and family issues and concerns related to program services.

JOB PURPOSE AND RESPONSIBILITY:

The Special Education Administrative Supervisor of Compliance is responsible for overseeing and ensuring the district's adherence to all federal and state laws, regulations, and policies governing special education, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and state-specific special education codes. This role involves auditing special education processes, providing training and support to school staff, and serving as a key resource on compliance matters to ensure the provision of a free and appropriate public education (FAPE) for all students with disabilities. Incumbent will facilitate the revision of operating procedure, processes, handbooks, manuals, forms and other publications in each serviced area to ensure compliance. Incumbent will provide technical assistance to campus administration regarding program compliance and implementation of the special education/504 digital management system. Incumbent will be responsible for the support and tracking of all critical cases and compliance related workstreams to include but not limited to: non-ed funds, surrogate parent training, state facilitated IEP meeting requests, special education camera requests, and residential facilities tracker.

ESSENTIAL FUNCTIONS:

- Track and support Special Education critical cases. This includes the gathering of student data and information for due process hearings, TEA complaints, mediations, corrective actions, grievances, and staffings for cases.
- Oversee the collection and support to all sub-departmental teams for state performance plan indicators (SPPIs) to include: 7, 11, 12, 13, 14 and PEIMs submissions for SELA, Residential Tracker, Summer SPED Submission, and Dyslexia Indicators.

AUSTIN ISD

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- Assist in the monitoring of IEP/ARD meetings and evaluation timelines in order to ensure timely services which enable students to more effectively achieve their academic potential.
- Assist with ensuring fidelity in implementation of required action resulting from Special Education legal and compliance-related matters including due process hearings, TEA complaints, mediations, and corrective actions.
- Conduct regular internal audits of special education records, including Individualized Education Programs (IEPs), evaluations, and progress reports, to ensure accuracy and compliance with legal requirements.
- Provide required professional learning for ensuring campus staff compliance with Federal and State mandates related to appropriate service delivery.
- Appointed as the project manager for the training, delivery, and support of the Special Education/504 Digital Management Program for the department.
- Develop and deliver training sessions and workshops for special education staff, administrators, and general education teachers on topics such as IEP development, procedural safeguards, and documentation requirements.
- Provide one-on-one coaching and support to staff to improve understanding and implementation of compliance procedures.
- Provide an exceptional customer experience for all Austin ISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; Extensive walking may occur, occasional bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (15-45 pounds)

Environment: **Standard** office setting; district wide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

AUSTIN ISD JOB DESCRIPTION

PERSONAL WORK RELATIONSHIPS:

The incumbent reports directly to the appropriate supervisor of the department. Incumbent will maintain working relationships with departmental parents, teachers, other school and departmental staff, and agencies to share information, solve problems, and plan programs for students with disabilities.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee
Signature:

Date: