

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	ADMINISTRATIVE SUPERVISOR SPECIAL EDUCATION REPORTING	FLSA STATUS:	EXEMPT
PAY GRADE:	CAD 2	DUTY DAYS:	226
FUNDING SOURCE:	THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.		

MINIMUM QUALIFICATIONS:

A Master’s Degree from an accredited college or university is preferred. Five (5) years of effective experience in Special Education is required. Three (3) years of effective experience and credentialing as a Special Education teacher, campus based or central office based Administrator, Licensed School Psychologist, Educational Diagnostician, or Speech and Language Pathologist is preferred.

SKILL REQUIREMENTS:

This position must have knowledge of Federal, State, and Local rules and regulations associated with the implementation of special education evaluations and services to students with disabilities. Experienced in integrating both Federal and State mandates into operational guidelines, processes and procedures for effective programming and implementation of service delivery is required. Content knowledge related to the Texas Medicaid Provider Procedures Manual (TMPPM) and SHARS Handbook is required. Skilled in interpreting assessment data and financial reports to optimize reimbursement outcomes and ensure equitable service distribution is required. This position requires high-level interpersonal skills to communicate complex regulatory requirements to campus staff, parents, and private school administrators. Advanced knowledge of IEP digital management software and Medicaid billing platforms is preferred. Knowledge of IDEA obligations for students with disabilities parentally placed in private or home school settings and district provided homebound services and knowledge of proportionate share obligations is preferred. Spanish and English fluency (reading, writing, and speaking) is preferred to support the diverse student population of a large urban district.

JOB PURPOSE AND RESPONSIBILITY:

The Special Education Administrative Supervisor of Special Education Reporting 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 position provides strategic training and administrative oversight for the district’s SHARS Medicaid Reimbursement program, Proportionate Share Services, and Education Freedom Accounts for eligible Private/Home School students. This position ensures the district maximizes federal and state reimbursements while maintaining strict compliance with IDEA, TEA, and Texas Health and Human Services Commission (HHSC) regulations. This role involves managing complex data systems, auditing service delivery for instructional and related services, evaluations, and facilitating collaboration between the district and community partners to ensure equitable service provision and compliant submission of Education Freedom Account requests.

ESSENTIAL FUNCTIONS:

- Serve as a project manager and department contact with the Texas Health and Human Services Commission (HHSC) and the district’s selected Medicaid/SHARS provider.
- Provide supervision, guidance, and technical assistance to staff working with students who require homebound special education services.
- Collaborate regularly with the related services, evaluation, compliance, and campus support teams to enhance compliance reporting and dashboard visualizations to support the department.
- Collaborate with the department budget team to manage and monitor funding allotments and expenditures for proportionate share services and Texas Education Freedom Accounts.

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- Develop and deliver training sessions and workshops for special education and general education staff on topics such as SHARS documentation requirements, private/home school evaluations or services, the Texas Education Freedom Account/vouchers, Individualized Education Program (IEP) development and implementation, evaluations, and compliance topics.
- Conduct regular audits of special education records, including: SHARS documentation, service delivery documentation, IEPs, and evaluations to ensure accuracy and compliance with legal requirements.
- Interpret assessment data and financial reports to optimize reimbursement outcomes and ensure equitable service distribution for evaluation and related service personnel.
- Provide supervision, guidance, and technical assistance to staff working with students with disabilities.
- Assist with the department's proportionate share training, meetings, and guidance.
- Responsible for making data-driven decisions, setting direction, management, and review of program performance, coordination of activities, and reporting of results.
- Accountable for policy recommendations, interpretation, and implementation to ensure compliance with federal and state rules and regulations, and local policies.
- 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 (less than 45 pounds)

Environment: Standard office setting or campus setting; district-wide travel required

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

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. This position will have contact with campus principals, staff and administrators.

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 & acknowledged the job description above.

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Employee Signature:

Date: