



Job Title: Compliance Specialist

Exemption Status: Exempt

Report to: Compliance Coordinator

Date Revised: July 2025

Dept. /School: Multilingual Programs

Pay Grade: 104

Primary Purpose:

To advance student achievement among Emergent Bilingual students by providing direct technical assistance to LPAC administrators and LPAC teachers to ensure the effective implementation of the district's ESL and Dual Language programs and all LPAC requirements, as outlined in federal, state, and district mandates and guidelines. Assist with the annual ESL/Bilingual waiver requirements and federal and state improvement plans.

Qualifications:

Education/Certification:

- Bachelor's degree in a relevant educational field
- Valid Texas Teacher's Certification in English as a Second Language
- Valid Texas Teacher's Certification in Reading, Language Arts, or Generalist
- Master's degree in a relevant educational field preferred

Experience:

- Minimum of five (5) years of successful teaching experience

Special Knowledge/Skills:

- Knowledge of the implementation of LPAC requirements
- Knowledge of state/federal mandates related to EB services
- Knowledge of the design and development of curriculum for EB programs
- Knowledge of the design, development, and implementation of secondary EB programs
- Ability to provide leadership in the use of instructional technology resources to enhance learning
- Knowledge of the design, development, & implementation of EB course content and assessment
- Knowledge of the design, development, & implementation of EB professional development programs
- Knowledge of second language acquisition and culturally responsive pedagogy
- Ability to prepare and maintain EB program documentation as required by state/federal mandates
- Demonstrated strong organizational, communication, public relations, and interpersonal skills required to achieve the goals of the position

Primary Responsibilities and Duties:

1. Providing leadership for the utilization of our LPAC management software and management of student LPAC records.
2. Providing leadership for the development, articulation, implementation, and stewardship of EB Programs and compliance-related actions.
3. Facilitating the development of comprehensive plans for achieving improvement goals required by federal and state accountability systems.
4. Design and conduct professional development addressing LPAC procedures and TELPAS calibration tutoring on an ongoing basis.

5. Support the EB Paraprofessionals to ensure EB students' coding is correctly entered into the student data system.
6. Provide ongoing support for teachers listed on the annual ESL/Bilingual waiver to attain necessary certifications, including the design and implementation of professional development sessions.
7. Contribute to the development and updates of department/program manuals, required forms/documentation, and programmatic resources/materials
8. Gather, interpret, and analyze appropriate EB data to ensure all PEIMS coding is accurate or corrected in a timely manner.
9. Collaborates with other departments to strengthen support systems for Emergent Bilingual students served across various programs
10. Frequent communication with campus administrations, including monitoring PEIMS coding and LPAC compliance, EB data, and creating weekly reports.
11. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

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

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

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

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____