



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

ARD/504 Management System Specialist

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Reports to:	Monitoring and Compliance Coordinator
School/Department:	Educational Support Services
Pay Grade:	Office Professional/CS6
Work Days:	226
Wage/hour status:	Non-Exempt
Created/revised:	September 2025

Primary Purpose:

Provides support within the Educational Support Services Department in relation to the ARD/504 management system. This includes reviewing, monitoring, and updating system elements. Corresponds with Special Education Directors, Coordinators, assessment personnel, CSTAs, 504 Specialists, and campus staff to ensure ARD/504 access.

Qualifications:

Education/Certification:

- High school degree or GED
- College hours related to business coursework or comparable from an accredited college or university recognized by the US Department of Education preferred
- Must have valid Texas Driver License, good driving record and available transportation during entire workday to travel to sites in the Humble ISD area

Special Knowledge/Skills:

- Knowledge of the Student Attendance Accounting Handbook rules
- Knowledge of special education rules related to the ARD process and Parent Rights
- Skill in the use of keyboarding, Microsoft and Google software platforms associated with spreadsheets as well as web based data management systems such as eSchool, eSped, TRex
- Skill in analytical, problem solving and project planning on a large scale
- Skill in basics mathematical calculations, data entry, and detailed numerical/clerical work
- Skill in processing a high volume of transactions in a fast paced and structured deadline environment
- Skill in English grammar, spelling and punctuation (written and verbal)
- Skill in using proper telephone etiquette and customer service techniques in a fast, friendly, and flexible manner
- Skill in presenting oral and written information in a comprehensive and organized manner to diverse audiences
- Ability to comply with Federal guidelines regarding confidentiality of individual student/family issues and concerns (HIPPA, FERPA)
- Ability to work independently, prioritize/organize tasks and coordinate multiple projects simultaneously to meet specific deadlines
- Ability to comprehend complex and technical information and explain clearly to a wide variety of stakeholders
- Ability to perform duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with minimum supervision
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Knowledge of Admission, Review and Dismissal (ARD) Committee process and Individual Education Plan/Program (IEP) development
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain confidentiality of privileged and sensitive information



- Ability to communicate effectively with tact and diplomacy and provide a high level of customer services to administrators, District officials, parents, coworkers, and vendors

Experience:

- Three years of verifiable secretarial/clerical experience in a professional office setting with primary exposure in a related special education area for a school district, university/college, or government entity is preferred
- Experience working with:
 - technical aspects of a comparable related data management systems
 - diverse population of stakeholders including campus and district level staff
- Experience in training other personnel preferred

Major Responsibilities and Duties:

List Major Area of Responsibility

1. Provide technical support related to the ARD/504 management system. This includes reviewing, monitoring, and updating system elements.
2. Ensure staff have appropriate campus access to the ARD/504 management system (i.e. add new users, delete, change roles, change campus access).
3. Attend department meetings to discuss, present, and improve data on various projects within Educational Support Services.
4. Provide clerical support as required including but not limited to copying, filing, scanning, and mailing documents.
5. Provide technical assistance to service providers, supervisors, or program administrators in specialized areas of the ARD/504 management system and eSchool programs.
6. Correct and communicate data discrepancies tactfully with assessment personnel, CSTAs, and 504 Specialists to reduce the possibility of recurring errors.
7. Provide training to campus staff regarding the ARD/504 management system.
8. Assist with the preparation of procedural documentation for staff regarding the ARD/504 management system.
9. Assist with ARD/504 management system data reporting components, such as PEIMS.
10. Monitor and fill student records requests.
11. Monitor and fill Social Security Administration (SSA) requests for student records.
12. Manage user access to district utilized platforms (i.e. eSchool).
13. Submit required reports and documentation to the supervisor as required by the district.
14. Run periodic reports to assist case managers and other team members to ensure compliance with local, state and federal laws.

Policy, Reports, and Law

1. Ensure that all records are in accordance with federal, state, and District policies and requirements.
2. Compile, maintain, submit, and file all reports, records, and other documents as required.

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor and other district personnel.
2. Promote a positive image that supports the vision and mission of the District.
3. Provide outstanding customer service.
4. Maintain good judgment and decision making when dealing with supervisor, co-workers, vendors, and other personnel.



School/Organizational Climate

1. Maintain professional behavior, promote a positive image, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment that supports the vision and mission of the District.
2. Maintain a positive and effective relationship, good judgement, and decision making with coworkers, supervisors, other district personnel, outside agencies, vendors and organizations, parents, and the community.

Supervisory Responsibility

Provide work guidance in coordination and agreement with the Monitoring and Compliance Coordinator and the Director of Assessment & Related Services to support CSTAs and other office professional staff engaged in data activities.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as approved by the Executive Director of Educational Support Services
2. Attend professional growth activities to keep abreast of innovations related to position
3. Attend meetings and professional development as required or to enhance knowledge, skills, and abilities and remain current on new and emerging technologies.
4. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
5. Maintain a positive and effective relationship with coworkers, supervisor and other district personnel
6. Promote a positive image that supports the vision and mission of the District
7. Provide outstanding customer service
8. Maintain good judgment and decision making when dealing with supervisor, co-workers, vendors, and other personnel
9. Maintain an organized work environment.
10. Be adaptable to new procedures and changes.
11. Performs other duties as assigned

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Frequent prolonged and irregular work hours

Occasional travel outside of school district boundaries

Workload is deadline driven

Prolonged use of equipment and computers with repetitive hand motions

Office atmosphere may be noisy and hectic. Offices are "open" with multiple employees working in large open rooms containing two or more desks and equipment

Frequent contact with parents, community, and/or other district/campus employees

Requires performing tasks mostly sitting, some walking and standing, bending, and stooping

Work location assigned requires physical presence in office

Daily attendance and punctuality are essential functions of the job

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 _____