



LIBERTY HILL ISD

Office of Human Resources

Job Description: Special Education Compliance Specialist

Job Title: Special Education Compliance Specialist FLSA: Exempt

Reports to: Exec Dir of Student Support Services Funding Source: General Fund / Special Education

Dept/Campus: Student Support Services Pay Grade: Teacher Salary Scale

Date Revised: August 2024 Service Calendar: 202

PROFILE OF A PANTHER EDUCATOR

Leaders with compassion, effective collaborators, adaptable thinkers, determined problem-solvers, and skilled communicators.

PRIMARY PURPOSE: The Special Education Compliance Specialist will ensure the district's compliance with federal and state regulations related to special education. This role will involve overseeing the monitoring of Individualized Education Plans (IEPs) to ensure accuracy in documentation, managing compliance with state performance plan indicators, monitoring completion of documentation of services, and monitoring other PEIMs information related to compliance. The specialist will serve as a resource for the district, providing training and support to staff to ensure processes are implemented to maintain compliance.

QUALIFICATIONS:

Education/Certification/License:

- Master's degree from an accredited college or university preferred
- Major in Education, a Content Area, or a related field to the subject being taught required.
- Valid Texas Special Education Certification and level of assignment or Valid Texas Teaching Certification with a Special Education preferred



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Knowledge/Skills/Abilities:

- Knowledge of federal and state guidelines and District policies and procedures regarding special population student services and programs.
- Knowledge of current teaching methods and educational pedagogy, as well as differentiation of instruction necessary to create effective and productive student-centered learning environments.
- Knowledge of assigned content facts, concepts, theories, and principles that are being taught.
- Knowledge of data information systems, data analysis, and the formulation of action plans.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
- Knowledge of multicultural diversity issues in the workplace.
- Skill in staff training, technical assistance, and evaluation of faculty and students.
- Skill in staff development and training, including autism and low-incidence populations.
- Skill at the intermediate level, working with Microsoft Office 365, PowerPoint, Excel, and Word.
- Skill in planning and providing professional learning, technical assistance, and consultation; lesson planning with multiple core-area teachers; leading and developing professional learning.
- Skill in researching and interpreting relevant data.
- Skill at the college level, in writing, speaking, and interpersonal communication skills, including principles of English and grammar usage.
- Ability to be flexible with personal time, to work after school and /or on Saturdays to provide professional learning activities and/or facilitate/accomplish other needed activities.
- Ability to conduct classroom observations and decide what professional learning to provide.
- Ability to consider the academic, social, and emotional needs of students in making decisions about academic settings and accommodations for individual students.
- Ability to facilitate and conduct group meetings.
- Ability to handle office files and records of a confidential nature.
- Ability to use software to create spreadsheets, databases, and do word processing.
- Ability to aggregate/analyze student outcome data; gain and communicate insights to teachers.
- Ability to work effectively in collaborative teams and to lead and direct PLCs.
- Ability to communicate effectively, both orally and in writing with staff and the community in a multi-ethnic educational environment.



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- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Experience:

- Teaching Special Education preferred
- Experience facilitating or presenting professional learning preferred
- Experience as an instructional coach, department head, team lead, grade level lead, or Lead Content Teacher preferred

MAJOR RESPONSIBILITIES/DUTIES:

Compliance Management:

- Ensure compliance with the Individuals with Disabilities Education Act (IDEA), Section 504, and state-specific regulations, including Texas Education Agency (TEA) guidelines.
- Oversee the district's compliance with state performance plan indicators, ensuring timely and accurate reporting.
- Monitor and manage compliance with all legal timelines, including initial evaluations, annual reviews, and re-evaluations.

IEP Coordination:

- Facilitate and oversee the development and implementation of IEPs, ensuring that they meet all regulatory requirements.
- Provide guidance and support to ARD facilitators and special education staff during IEP meetings to ensure that students' needs are appropriately identified and addressed.
- Review and approve IEP documents for accuracy and compliance.

Mentoring for ARD Facilitators:

- Mentor and support ARD facilitators. Provide training, guidance, and review of documents created to ensure compliance with district, state and federal guidelines.
- Develop and implement procedures to ensure that ARD meetings are conducted effectively and in compliance with state and federal regulations.
- Coordinate and lead professional development sessions for ARD facilitators and related staff.



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Training and Professional Development:

- Develop and conduct training sessions for special education staff, general education teachers, administrators, and other district personnel on compliance-related topics.
- Stay current with changes in federal and state special education laws, policies, and practices, and disseminate this information to relevant staff.
- Provide technical assistance to district staff on complex special education compliance issues.

Collaboration and Communication:

- Collaborate with campus administrators, special education teachers, general education teachers, and related service providers to support the implementation of compliant and effective special education services.
- Serve as a liaison between the district and external agencies, including the Texas Education Agency (TEA), regarding special education compliance issues.
- Communicate effectively with parents and guardians, addressing concerns and ensuring that they are informed about their rights and the special education process.

Data Management and Reporting:

- Oversee the collection, management, and analysis of data related to special education compliance, including state performance plan indicators.
- Prepare and submit required reports to the Texas Education Agency and other regulatory bodies.
- Utilize data to identify areas of need and develop action plans to improve compliance and student outcomes.

MENTAL/PHYSICAL & ENVIRONMENTAL DEMANDS:

- Tools/Equipment Used: Standard office and instructional equipment, including computers, phones, and fax machines.
- Posture: Prolonged sitting and standing; occasional stooping, squatting, kneeling, bending, pushing/pulling, and twisting.
- Motion: Frequent repetitive hand motions, including keyboarding and use of a mouse; occasional reaching.
- Lifting: Occasional light lifting and carrying (less than 15 pounds).
- Environment: Works in an office or classroom setting; may require occasional irregular and/or prolonged hours.
- Attendance: Regular and punctual attendance at the worksite is required for this position.



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- Mental Demands: Maintains emotional control under stress; works with frequent interruptions.
- Follows established safety procedures and techniques to perform job duties including lifting and climbing; operates tools and equipment according to established safety procedures.
- Corrects unsafe conditions in the work area and promptly reports any conditions that are not immediately correctable to the supervisor.
- All Liberty Hill ISD employees must maintain a commitment to the District's mission, vision, and strategic goals.
- Exhibits high professionalism, standards of conduct, and work ethic.
- Demonstrates high-quality customer service; builds rapport/relationship with the consumer.
- Demonstrates cultural competence in interactions with others; is respectful of co-workers; communicates and performs as a team player; promotes teamwork; responds and acts appropriately in confrontational situations.
- Travels to school district buildings and professional meetings as required.

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____