

# United Independent School District

## Department of Human Resources

### SPECIAL EDUCATION COMPLIANCE ASSISTANT

#### Special Education Department

**Primary Purpose:**

Facilitate the management of the Special Education Program by recording and maintaining proper documents. Assure that all data is recorded accurately in meeting timelines for purposes of generating statistical records and proper funding. Work under the general supervision of the director and the immediate direction of the program secretary.

**Educational Qualifications:**

- High School diploma or GED
- Special Education experience desirable
- Successful experience as an office secretary/clerk is desirable
- Excellent organizational, communication and interpersonal skills
- Ability to follow written and verbal instructions
- Ability to use a typewriter, computer, printer, copier, calculator, fax machine, and telephone

**Major Responsibilities and Duties:**

1. Organize and manage routine work activities in the operations of the assigned, administrative department in order to meet the needs of students, parents, administrators, teachers and the community.
2. Perform varied typing tasks in the preparation of correspondence, forms, reports, etc. for the department director.
3. Assist in compiling information for preparing various reports and lists.
4. Exercise good telephone etiquette in assisting in office communications.
5. Maintain confidentiality of information.
6. Ensure that all Special Education paperwork is maintained accurately and within timelines.
7. Provide standard Special Education listings and reports.
8. Track students by disabilities, special services, STAAR exemptions, special assessments and change of placements.
9. Entering and editing student records.
10. Tracking ARD, IEP, Assessment, and Referral dates.
11. Verify student information with campuses, sector offices and MIS department.
12. Post all information into PEIMS, SEMS, and SERS systems.
13. Establish and maintain open lines of communication with parents, students, community, teachers and administrators.
14. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
15. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
16. Assist in maintaining a safe and healthy work environment.

**Distance Learning and Virtual Instruction Duties and Responsibilities**

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

17. Usage of personal equipment, including but not limited to personal cellular phone, personal computer computers, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
18. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

**Special Education Compliance Assistant (continued)****Working Conditions:**

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Moderate standing; stooping; bending; kneeling, lifting and carrying.

**Distance Learning Working Conditions:**

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours.

**Terms of Employment:**

Wage / Hour Status: Non Exempt

Minimum Salary: \$26,415

Pay Grade: 4

Minimum Work Days: 226

Months / Hours per Day: 12 / 8

**Date Last Revised:** 07/20

*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 skill that may be required.*