

Job Title:	Facilitator Compliance SpED	Wage/Hour Status:	Exempt
Reports to:	Executive Director Specialized Learning	Pay Grade:	105
Dept. /School:	Specialized Learning Services	Date Revised:	April 13, 2023

Primary Purpose

Assist with District-wide supervision and administration of Special Education programs, compliance, coordinating training, and implementation on corrective action plans. Maintain and manage special education web based system, record maintenance in the cloud, compliance reports, and BOY/EOY procedures.

Qualifications

Education/Certification

Master's Degree in Education

Special Knowledge/Skills

- Demonstrated leadership ability in working with other administrators, teachers, students, parents, and public
- Excellent organizational, communication, presentation and interpersonal skills
- Knowledge of IDEA legal compliance
- Knowledge and skill set to work with special education IEP web-based system
- Possess mediation and negotiation skills
- Sensitive to a multicultural community

Experience

Five (5) years' related campus-level experience

Five (5) years' experience with one or more special education certifications

Major Responsibilities and Duties

1. Assist department with compliance under IDEA and District Operating Guidelines.
2. Interact positively and regularly as a central office representative to ensure standards of excellence throughout the District.
3. Collaborate and communicate effectively with outside agency requests.
4. Assist campuses with processes and procedures in conjunction with Special Education Operating Guidelines.
5. Confer with the Director of Operations and Compliance Special Ed on matters of concern and recommend action needed to meet campus needs.
6. Initiate and follow through with requests for Independent Education Evaluations.
7. Provide guidance and training on Video/Audio Surveillance of SpED policies and guidelines (Implementing TEC §29.022).
8. Provide support to campuses to ensure timely viewing of video/audio surveillance.
9. Support principals with collection of documents that which are requested from outside agencies.
10. Ensure data integrity within EPISD's web-based IEP system.
11. Provide timely data reports from EPISD web-based IEP system.
12. Promote and communicate Districtwide high expectations of students and staff performance.
13. Ensure compliance with withdrawal procedures for Special Education Students or any student suspected of having a disability for nineteen year olds or older students.
14. Assist with maintaining a positive and safe environment to achieve District goals and objectives.
15. Project a positive image of District program with students, staff, parents, and community.
16. Assist with identifying, analyzing, and applying research findings to ensure continuous improvement.
17. Assist with planning an overall improvement of process and procedures for the department. Keep informed on IDEA and the latest research trends and development in all areas of education.

- 18. Promote a school and organizational climate that result in positive staff morale and openness to the community.
- 19. Collaborate with department Instructional Support Specialists to promote student and department success.
- 20. Articulate the District mission to the community and solicit support to make the mission a reality.
- 21. Ensure systems and procedures are in place to provide for safe campuses.
- 22. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Demands

Maintain emotional control under stress, occasional prolonged and regular hours. Must be multitasked oriented.

Terms of Employment

226 days, salary to be established by the Board of Trustees

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: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.