**Cedar Hill Independent School District**
**Job Description**

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| **Job Title:** | Compliance Administrator | **Wage/Hour Status:** | Exempt |
| **Reports to:** | Campus Principal | **Pay Grade**: | 130 Instructional Programs |
| **Dept./School:** | Campus Assigned | **Number of Days**: | 207 |

**Funding Source:** Local

## Primary Purpose:

The Compliance Administrator is responsible for coordination, planning and preparation of compliance documents for students eligible for Special Education services to ensure federal and state timeline requirements are met. The Compliance Administrator is responsible for working with the Administrators, SLP, School Psychologist and/or Educational Diagnostician in maintaining all data integrity regarding PEIMS reporting for all special needs students including dates of ARDs, instructional setting, and student disability. The Compliance Administrator may serve more than one campus.

## Qualifications

### Education/Certification:

Bachelor's degree from an accredited four-year college or university or 4 years equivalent experience.
3+ years teaching experience
Valid Texas Special Education Certification

### Special Knowledge/Skills:

Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
Knowledge of all applicable federal, state, local laws, and guidelines and procedures.
Knowledge of instructional materials, technology, and state evaluation methods
Maintain a professional relationship with colleagues, students, parents, and community members.
Skilled in working with computer tools, including but not limited to, email, internet, google drive/documents and spreadsheets.
Skilled in working in team-based collaboration environments.
Skilled in working with and presenting to diverse populations of students, parents, and community members.
Ability to exercise good judgement in decision making, especially in difficult circumstances.
Skilled in human relationships, conflict resolution strategies and procedures; and team building methods and techniques.

## Major Responsibilities and Duties:

1. Responsible for facilitating/conducting Admission, Review, and Dismissal (ARD) meetings and completing/collecting all required documents for all students at assigned campuses within federal/state timelines.
2. Schedule, or assists in scheduling, ARD meetings and ensures that IEP elements are completed in applicable cases; notifies all appropriate school personnel of ARD meetings/ARD schedule changes.
3. Ensures that federal/state timelines are met with respect to functions of ARD Committee meetings; requests for additional assessments and required timelines set by ARD Committee, in collaboration with the assessment team members.
4. Monitors ARD paperwork completed by campus personnel in accordance with district guidelines.
5. Works with the ARD Clerk in maintaining data integrity regarding PEIMS reporting for all special needs students including date of ARDs, instructional setting, and student disability.
6. Provides for systematic communication among special and general education personnel (with respect to ARD meetings and decisions, IEPs, accommodations needed in the general education setting, relevant instructional concerns and progress).

7. Assists campus administrator(s) to ensure compliance with ARD decisions guaranteed to students with disabilities by state/federal law; ensures compliance with local policies and procedures outlined for this population.
8. Completes lists, forms, reports, and data required by the Special Education Department by due dates (e.g., transportation forms, EYS forms, etc.).
9. Maintains current state assessment lists working with the CTCs to ensure state assessment accommodations for students are accurate and provided during testing.
10. Assists with communication process for referrals for related services evaluation; maintains communication among assessment, service providers, and related services personnel.
11. Follows end of year procedures for folder exchanges, summer testing, etc.
12. Holds staffing with teachers and administrators prior to ARD meetings when necessary.
13. Communicates with administrator and counselor regarding any student schedule course or service changes based on ARD committee decisions.
14. Review all paperwork before submission, to ensure accuracy and completion.
15. Collaborates with teachers to ensure completed ARDs are archived to ensure access to current student accommodations.
16. Maintains thorough documentation regarding any significant problems with ARD Committee procedures; attends Special Education Department staff meetings; attends relevant professional development.
17. Perform other duties as assigned by the supervisor or other administrator that are consistent with the general requirements and qualifications for the position.

## Working Conditions:

### Mental Demands/Physical Demands/Environmental Factors

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.
- **Posture:** Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting.
- **Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds).
- **Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional district-wide and statewide travel.
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

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.

Reviewed by:_____ Date: _____
Employee Name/Signature

Approved by:_____ Date: _____
Supervisor Name/Signature

*Cedar Hill ISD is an equal opportunity employer and will consider all candidates for employment without regard to race, color, religion, sex, national origin, age, marital status, disability status, protected veteran status, or any other characteristic protected by law.