



Alvin Independent School District—Job Description

Job Title: Special Education Compliance Specialist

Wage/Hour Status: Exempt

Reports to: Director of Special Education

Pay Grade: Teacher /11 Months

Dept./School: Federal and Special Programs

Date Revised: July 2025

Primary Purpose:

Provides direct compliance support for district personnel. Oversee and train personnel as it relates to special education PIEMS, SHARS billing, and district special education management systems. Act as a liaison for district personnel and management systems. Conduct district audits and monitor campus compliance with federal timelines.

Qualifications:

Education/Certification:

Master's degree in Special Education or related field
Valid Texas teaching certification

Special Knowledge/Skills:

Knowledge of and experience with special education regulations such as the ARD/IEP process
Experience with compliance with district and state audits
Understand the district's online data management system.
Knowledge of Section 504 requirements and experience with compliance.

Experience:

Minimum 3 years of experience in special education and implementation of the ARD/IEP process
ARD Facilitator experience preferred

Major Responsibilities and Duties:

1. Systematically and continuously monitor special education programs to ensure compliance with federal, state and local requirements.
2. Provide support and professional development to special education staff and administrators related to special education and Section 504 documentation and compliance using the online student data management system.
3. Conduct audits to review documentation and compliance with all SPP and IEP indicators to ensure consistent adherence to federal and state regulations.
4. Provide feedback to follow up to special education administrators on compliance and processes observed during audits and observations



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5. Collaborate with campus teams to improve compliance with Special Education PEIMS and Medicaid/SHARS reporting.
6. Ensure accuracy of nightly reports submitted to the Medicaid/SHARS billing platform.
7. Monitor district compliance of required Medicaid/SHARS billing information to include parental consents, documented referrals, prescriptions, and annual notice.
8. Provide technical assistance to campuses regarding IEP paperwork and the enrollment and withdrawal process using the student data management system.
9. Serve as the liaison between the District and the Special Education student data management system.
10. Demonstrate excellent oral and written communication skills and the ability to communicate effectively with a diverse group of colleagues, parents, families and community members
11. Demonstrate strong organizational, presentation and interpersonal skills
12. Demonstrate excellent time management skills, attention to detail and the ability to work independently
13. Foster collegiality and team building among staff members and the ARD facilitators and clerks
14. Assist with preparing, reviewing and documenting support for compliance based on the district needs, data collection and monitoring
15. Adhere to local, state and federal guidelines regarding confidentiality.
16. Participate in professional development activities to improve job-related skills
17. Assist the Director of Special Education with SPP indicator data collection and submissions.
18. Maintain an accurate participant list for Medicaid ~~claiming~~ billing and random moment time study.
19. Run weekly reports to ensure ARD timelines are met and processed according to federal and state and district guidelines.
20. Comply with all district deadlines established by supervisor and local campus routines and regulations.



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21. Maintain and update weekly calendar to include professional development, district or campus meetings, and travel on the district platform, ensuring all entries are accurate and timely as per direction.
22. Actively engage in the actions that contribute to the overall vision, mission, and strategic plan of AlvinISD.
23. The employee is expected to adhere to district employee/department/campus handbooks, board policies, AISD procedures, the Texas Educator's Code of Ethics and all applicable laws.
24. Other duties as assigned.

Supervisory Responsibilities:

ARD Facilitators and SPED Clerks. (Stipend provided)

Equipment Used:

Personal computer, scanner, copier, and audio-visual equipment

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Reading; ability to communicate effectively (verbal); maintain emotional control under stress. Readily adapt to a variety of circumstances. Frequent standing; stooping; bending; kneeling; pushing and pulling; regular heavy lifting (45 lbs. or more). Biological exposure to bacterial and communicable diseases.

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.

I have read and understand the responsibilities and duties required for this position as outlined above

Printed Name

Signature

Date