



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Campus Support Team Assistant

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Reports to: Director of Assessment and Related Services

School/Department: Department of Special Education

Pay Grade: Office Professional Pay Grade 4

Work Days: 195

Wage/hour status: Non-Exempt

Created/revised: August 3, 2022

Primary Purpose:

Assist campus ARD/504 Specialists and assessment personnel in the scheduling of ARD/504 meetings within timelines. Organize and file ARD documentation. Maintain and verify accuracy of ARD data in PEIMS and eSped programs. Correspond with parents and district staff regarding the scheduling of ARD meetings.

Qualifications:

Education/Certification:

1. High School diploma or GED Certificate
2. Three to five years of verifiable secretarial/clerical experience **or** fifteen semester hours of college credit with Business Orientation or equivalent business background **or** two years of work experience in a school system in a clerical or secretarial capacity
3. Proficiency with office management and communication software
4. Must have valid driver's license, good driving record and available transportation during entire workday to travel to sites in the Humble ISD area

Special Knowledge/Skills:

1. Proficiency in eSchool, eSped, TReX, Google Suite, and Excel preferred
2. Ability to train new campus support team assistant personnel if needed
3. Ability to adhere to rules of special education confidentiality
4. Knowledge of the Student Attendance Accounting Handbook rules
5. Knowledge of special education laws and regulations related to the ARD process and Parent Rights
6. Ability to organize and manage multiple complex tasks simultaneously and independently to meet deadlines.
7. Ability to maintain confidentiality of privileged and sensitive information
8. Ability to perform duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with minimum supervision.
9. Ability to communicate effectively verbally and written utilizing tact and diplomacy and maintain effective working relationships with district personnel and campus administration



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Major Responsibilities and Duties:

Employee will perform the following duties with accuracy, efficiency, initiative, and professional demeanor.

ARD management

1. Maintain/coordinate calendar for all scheduled ARDs, 504 meetings, staffings, parent meetings, and special education departmental meetings.
2. Coordinate and follow up on the scheduling of mutually agreeable ARD/504 times with parents, staff, and district administrative personnel and outside agencies, including bilingual translators when necessary.
3. Schedule ARDs and provide parent notices within legal timelines.
4. Maintain a detailed parent contact log.
5. Maintain special education audit records required by district policy, law, and/or best practice.
6. Acquire or respond to special education record requests on students transferring between schools/districts and requests from outside agencies.
7. Process and transport confidential student files; inactive files for storage and active files to the student's next campus.
8. Assist with the dissemination and collection of SHARS Medicaid forms.

Data management and verification

1. After each ARD/504 meeting, verify accuracy of information entered on each page of the ARD/504, including PEIMS data codes that directly affect federal and state funding, initiate necessary revisions, and enter data from ARD/504 document into eSchool.
2. Compare eSped data to eSchool data, ensuring accurate coding within PEIMS, demographics, and miscellaneous data screens for use by district special education personnel.
3. Maintain an accurate roster of all special education students on each campus and in some cases, on multiple campuses.
4. Submit required reports and documentation to supervisor as required by the district.
5. Run periodic eSped reports to assist case managers and other team members in meeting assessment and ARD/504 timelines and organizing state achievement test information.

Miscellaneous duties

1. Attend monthly meetings designed to keep Campus Support Team Assistants apprised of new and changing federal and state guidelines and new duties as assigned.
2. Assist with student services data gathering for submission to central office for staffing allocation.
3. Assist campus special education team with clerical tasks as time permits.
4. Follow district and departmental employee guidelines.
5. Proficient use of personal computer, printer, fax machine, copier, scanner, shredder, telephone.

Policy, Reports, and Law

1. Comply with all applicable federal and state laws, Board of Education rules and local board policy and regulations.
2. Compile, maintain and file all reports and other documents as required.
3. Assure compliance with grant guidelines.

Budget



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1. Assist the Director with budget preparations and initiatives.

Personnel Management

1. None

Other:

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as approved by the Director of Special Education.
2. Demonstrate effective interpersonal skills through communications with parents, community, staff and school board members.
3. Attend professional growth activities related to job duties.
4. Promote a positive image that supports the mission of the district; works with all Department of Special Education personnel to continually improve the professionalism of the total department.
5. Performs other duties as may be assigned.

Mental Demands/Physical Demands/Environmental Factors:

1. Maintain emotional control under stress.
2. Frequent District-wide travel.
3. Workload is deadline driven.
4. Regular use of equipment and computers.
5. Office atmosphere may be noisy and hectic. Offices may have multiple employees working in one room containing two or more desks and equipment.
6. Occasional lifting of boxes and equipment up to 20 pounds.
7. Frequent contact with parents, community, and/or other district/campus employees.
8. Daily attendance and punctuality at work are essential functions of the job.

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 by _____

Date _____

Reviewed by _____

Date _____