

Coordinator 2 SPED Compliance Division Support

4400 W. 18th St., Houston, Texas (US-TX), 77092, United States

ID: 32487

Job Description

Location: Hattie Mae White

Department: SPED Compliance Unit Support West

Area: District Wide

Contract Months: 12

Salary Range: \$85,000.00 – \$105,000.00

Academic Year: 25-26

JOB SUMMARY

Coordinator 2 of SPED Division Support will work with campus and division staff on SPED related compliance functions.

MAJOR DUTIES & RESPONSIBILITIES

List most important duties first

1. Work with campus staff to ensure 100% compliance with IDEA requirements.
2. Progress monitor initiative implementation and strategize for improvement.
3. Communicate with district leadership and make recommendations for strategy.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

4. Perform data entry as needed to ensure compliance with IDEA requirements.
5. Other duties as assigned.

EDUCATION

Bachelor's Degree

WORK EXPERIENCE

1 to 3 years' experience as a Special Education Administrator at the campus or district level required.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

Certification as a School Administrator recommended.

LEADERSHIP RESPONSIBILITIES

Work Leadership. Regularly provides project management or team leadership to a group of two or more employees but does not have formal supervisory responsibility. Leading and directing is restricted to monitoring work and providing guidance on escalated issues. Most of work time is spent performing many of the same duties they are leading

WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an "as needed" basis.

BUDGET AUTHORITY

Participates in a group plan and/or budget development.

PROBLEM SOLVING

Decisions are made on both routine and non-routine matters with some latitude but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

IMPACT OF DECISIONS

Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor,

materials, or equipment. Effect usually confined to the organization itself and is short term.

COMMUNICATION/INTERACTIONS

Gives and receives information such as options, technical direction, instructions, and reporting results. Interactions are mostly with customers, own supervisor, and coworkers in own and other departments.

CUSTOMER RELATIONSHIPS

Takes routine or required customer actions to meet customer needs. Responds promptly and accurately to customer complaints, inquiries and requests for information and coordinates appropriate follow-up. May handle escalated issues passed on from coworkers or subordinates.

WORKING/ENVIRONMENTAL CONDITIONS

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

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