

Job Title:	ADMINISTRATOR, SPECIAL POPULATION
Reports to:	Chief Special Program Officer
Dept./School:	Special Education
Wage/Hour Status:	Exempt
Date Revised:	August 17, 2026

Primary Purpose

The Special Population Administrator will assist the special education director in the overall administration of instruction, IEP implementation, parental communication and collaboration with campus administration where special population classrooms are located.

QUALIFICATIONS

Minimum Requirements

Master's Degree

Texas assistant principal or other appropriate Texas Certificate Special Education Certification

Three years teaching experience including experience teaching students with disabilities Certified in the Texas Teachers Evaluation and Support System (T-TESS)

Special Knowledge/Skills

Through understanding of special education law and procedures

Ability to interpret policy, procedures and data

Through understanding of school and department operations Ability to exercise good decision-making.

Experience

5 years in related field, preferred.

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Management

1. Participate in development and evaluation of special populations classrooms.
2. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
3. Promote the use of technology in teaching/learning process.
4. Assess individual and group needs of students based upon available and continuous data, and ensure that instructional needs are made for special population classroom students.
5. Oversee/manage the caseload of students in special population classrooms and the implementation of the IEPs in inclusive, self-contained settings.
6. Facilitate ARD/IEP meetings as needed.

Department/School Organizational Climate

7. Promote a positive, caring climate for learning
8. Communicate effectively with staff and students.

9. Maintain effective communication with parents/guardians the special education process including evaluations/re-evaluations and IEPs.
10. Establish effective systems for communications and ensure that the communication loop is intact (parental, department meetings, emails, campus administration team, etc.)
11. Assist campus administrators in maintaining compliance with all federal, state and local policy as it applies to students with disabilities.

Department/School/Organizational Improvement

12. Participate in development of program improvement plans with staff, parents and department.
13. Assist with building a common vision for program improvement.

Personnel Management

14. Observe employee performance, record observations, and conduct evaluation conferences.
15. Assist Director in interviewing, selecting, and orienting new special program teachers.
16. Define expectations for teacher and staff performance with regard to instructional strategies, tests and classroom management.
17. Work collaboratively with campus principals.

Administration and Fiscal/Facilities Management

18. Supervise program operations in Special Education Director's absence.
19. Help plan daily program activities by participating in the development of student class schedules, teacher assignments and extra-curricular activity schedules.
20. Coordinate ESY summer programs.
21. Coordinate transportation, custodian, cafeteria and other support services for special population classrooms.
22. Comply with federal and state laws, State Board of Education rule, and board policy.
23. Work with special education director and adhere to all district policies related to fiscal responsibilities (special education budgets and funds).

Student Management

24. Ensure that students are supervised during non-instructional periods.
25. Help develop, implement and monitor a student discipline management system that results in positive student behavior in accordance with individual student IEP/BIPs, Student Code of Conduct, and student handbook.
26. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
27. Conduct conferences and ARD/IEP meetings, as appropriate, on student and school issues with parents, students and teachers.
28. Provide staff development training as appropriate for staff to develop or enhance their skills in discipline management.

29. Monitor the submission of discipline records as required by district, state and student IEPs.

Professional Growth and Development

30. Participate in professional development to improve skills related to job assignment.
31. Establish annual goals for professional growth and development. In order to accomplish stated goals, incorporate district training and other resources such as various professional association, Education Service Centers, etc.

School/Community Relations

32. Demonstrate awareness of department/program needs and initiate activities to meet those needs.
33. Use appropriate and effective techniques to encourage community and parent involvement.
34. Perform other duties as assigned by the director of special education
35. Maintain confidentiality of information.

Supervisory Responsibilities

36. Share supervisory responsibility for professional, para-professional and support staff, of special population classrooms and others as assigned with the director of special education.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions. Occasional district wide travel and prolonged and irregular hours.

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:

Approved by:

Date:
