

**Job Title:** DIRECTOR, SPECIAL EDUCATION  
**Reports to:** Chief Instructional Officer  
**Dept./School:** Special Education  
**Wage/Hour Status:** Exempt  
**Date Revised:** July 19, 2021

### **Primary Purpose**

Direct the district's special education program to ensure provision of needed services for special needs students. Work to provide individualized education plans to meet the needs of all students and ensure compliance with all state, federal, and local requirements.

## **QUALIFICATIONS**

### **Education/Certification**

Master's degree  
Valid Special Education Certification  
Certified in the Texas Teachers Evaluation and Support System (TTESS)

### **Special Knowledge/Skills**

Knowledge of federal and state special education law and Section 504  
Understanding of the individual needs of special needs students  
Ability to communicate with all levels of special needs students and their parents  
Ability to interpret policy, procedures, and data  
Ability to manage budget and personnel  
Ability to organize and support district wide programs  
Ability to coordinate district function  
Strong organizational, communication and interpersonal skills  
Knowledge of evaluation as it pertains to eligibility determination  
Strong consultation skills for conferencing with parents, school staff and administration and district counsel

### **Experience**

Five years teaching experience in special education or related field  
Three years campus leadership experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **School Climate**

1. Communicate and promote high expectation levels of staff and student performance in an enabling, supportive way; provide proper recognition of excellence and achievement.
2. Establish and maintain an environment which is conducive to positive staff morale and directed towards achievement of the department/district's mission.
3. Foster collegiality and team-building among staff, encouraging their active involvement in decision-making.
4. Communicate effectively with students, staff, parents and community.
5. Mediate and facilitate effective resolution of conflicts in a timely fashion.
6. Assess the department/district climate and uses resultant data to develop improvement plans collaboratively with others.

7. Has a clear sense of the department/district's mission; actively involve the staff in planning and decision-making in order to accomplish the mission.
8. Initiate and support programs and actions that facilitate a positive, caring climate for learning and an orderly, purposeful environment.
9. Respond appropriately to situations that could impair the teaching/learning process or could threaten safety and the wellbeing of students and staff.
10. Assist in establishing a continuous focus on student growth and learning.

### **School Improvement**

11. Determine and build a common vision with staff for school improvement; direct planning activities and implement programs collaboratively with staff to ensure attainment of department/district's mission.
12. Identify, analyze, and apply research findings to facilitate school improvement.
13. Develop (as necessary), maintain, and utilize appropriate information systems and records necessary for attainment of the special education department's mission and overall school improvement efforts.

### **Instructional Management**

14. Systematically and continuously monitor instructional and managerial processes to ensure that program activities are related to program outcomes; use these findings for corrective action and improvement, as well as for recognition of success.
15. Work with district administrators, supervisors, and regular teachers to establish effective special education programs and others support programs.
16. Work with staff to plan, implement and evaluate the curriculum on a systematic basis; includes students and community representatives (when appropriate).
17. Ensure that curriculum renewal is continuous and responsive to student needs.
18. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
19. Evaluate and recommend improvement in the purpose design, and implementation of the special education instructional program, as well as related services and other support programs related to the mission of the department/district.
20. Promote the integration of programs for identified handicapped students in the least restrictive environment.
21. Coordinate procedures for appraisal, placement, transfer, and termination of students in the special education program.

### **Personnel Management**

22. Use developmental supervision effectively and comprehensively with all staff by systematically observing instruction, recording observations, and regularly conducting formative and summative evaluation conferences.
23. Ability to implement the Texas Teacher and Evaluation and Support System (TTESS)

- 24. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
- 25. Identify, provide, and/or encourage participation in available in-service training option to address the goals identified through the growth planning process.
- 26. Clearly define expectation for district staff performance regarding special education instructional strategies, classroom management, and communication with the public.
- 27. Encourage personal and professional growth and leadership among the staff; recognizes exemplary performance.
- 28. Assist in recruitment and placement of special education personnel and is effective in interviewing, selecting, and orienting new staff; makes sound recommendations relative to personnel placement, transfer, retention, and dismissal.
- 29. Comply with district policies, as well as state and federal laws and regulations, in pursuing the mission of the department/district.
- 30. Work closely with department coordination.

**Other**

- 31. Perform other duties assigned by supervisor.
- 32. Maintain confidentiality of information.
- 33. Attend Special Education Director’s meetings scheduled though Education Service Center XV

**Supervisory Responsibilities**

- 34. Supervise and evaluate the performance of all assigned staff.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Frequent district and statewide travel; frequent prolonged and irregular hours.

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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:** \_\_\_\_\_