

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Director of Special Education

Job Description

Reports to: Assistant Superintendent of Curriculum and Instruction

Term: 226 Days

Status: Exempt

Primary Purpose:

Direct the district's special education/504 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

Special Knowledge/Skills:

Knowledge of federal and state special education/504 law

Understanding of the individual needs of special needs students

Ability to communicate with all levels of special needs students and their parents

Ability to implement policy and procedures

Ability to interpret data

Ability to manage budget and personnel

Ability to coordinate district function

Strong organizational, communication, and interpersonal skills

Experience:

Three years teaching experience in special education

Major Responsibilities and Duties:

Instructional and Program Management

1. Direct and manage special education/504 programs and services to meet students' needs.
2. Ensure that student progress is evaluated on a systematic basis, and that the findings are used to make special education/504 program more effective.
3. Ensure the use of technology in the teaching-learning process.
4. Encourage and support the development of innovative instructional programs, helping teachers to pilot such efforts when appropriate.
5. Plan the necessary time, resources, and materials to support subordinates in accomplishing educational goals.

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6. Inform the Superintendent and Assistant Superintendent of C&I of the effects of current and impending legislation.
7. Have knowledge of Results Driven Accountability and how to put implementation plans in place.
8. Manage the special education/504 referral process; arrange for or conduct student assessments; make recommendations regarding placement and program management for individual students.
9. Supervise and monitor the admission, review, and dismissal (ARD) and Section 504 process districtwide.
10. Participate in committee meetings to ensure the appropriate placement and development of individual education plans for students according to district procedures.
11. Supervise transition services for special education/504 students entering and exiting public school programs.
12. Provide leadership in the formulation and implementation of contracts for special education/504 students receiving services outside of the district.
13. Obtain and use evaluative findings (including student achievement data) to gauge special education/504 program effectiveness.
14. Serve as resource person in the design and equipping of facilities for students with disabilities.
15. Ensure that curriculum renewal is continuous and responsive to student needs.
16. Keep Legal Framework in compliance with TEA standards, Accountability and RDA.

Student Management

17. Demonstrate support for the district's student management policies and expected student behavior related to special education/504 program.
18. Establish and maintain open lines of communication by conducting conferences with parents, students, and teachers concerning vital issues.

Policy, Reports, and Law

19. Recommend sound regulations to improve program.
20. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in area of special education/504.
21. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

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Budget and Inventory

22. Administer the special education/504 department budget and ensure that programs are cost effective and funds are managed prudently.
23. Compile budgets and cost estimates based on documented program needs.
24. Maintain a current inventory of supplies and equipment and recommend the replacement and disposal of equipment when necessary.

Personnel Management

25. Prepare, review, and revise job descriptions in special education/504 department.
26. Develop training options and/or improvement plans to ensure exemplary operations in the special education/504 area.
27. Evaluate job performance of employees to ensure effectiveness.
28. Participate in the recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

Communication and Community Relations

29. Serve as district liaison to community agencies providing services to students and notify parents and students of available services.
30. Participate in professional organizations and serve on community boards.
31. Articulate the district's mission and goals in the area of special education/504 to the community and solicit its support in realizing the mission.
32. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
33. Use appropriate and effective techniques to encourage community and parent involvement.

Supervisory Responsibilities:

Supervise and evaluate the performance of special education teachers, aides, and support staff.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent districtwide travel and occasional statewide travel; occasional 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.

Approved by _____ Date _____

Reviewed by _____ Date _____