

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Director of Special Programs

Job Description
January 2021

Reports to: Assistant Superintendent of Curriculum and Instruction

Term: 226 Days

Status: Exempt

Primary Purpose:

In collaboration with other central office and campus leaders, the Director of Special Programs shall facilitate programs, activities, and systems that support the educational process of students and staff.

Qualifications:

Education/Certification:

Master's degree in an Education, Educational Administration, or related educational field, required.
Certified T-TESS appraiser, required.

Special Knowledge/Skills:

Knowledge of Bilingual/ESL State and federal program requirements
Knowledge of Gifted and Talented State requirements and instructional methodologies
Knowledge of program requirements related to State Compensatory Education
Knowledge of current curricular and instructional strategies
Ability to evaluate instructional programs and teaching effectiveness
Ability to manage budget and programs
Skill in leading personnel
Ability to multi-task
Strong communication, public relations, and interpersonal skills
Ability to plan, implement, and evaluate programs effectively
Strong organizational skills

Experience:

Three years experience as a classroom teacher, required.
Texas Middle Management or Principalship certification, required.
Five years' experience as a campus and/or central office administrator, preferred.

Major Responsibilities and Duties:

Instructional and Program Management

1. Develops, implements, monitors, evaluates, and refines all programs, activities, curriculum, instruction, and services related to gifted and talented education, bilingual education and compensatory education.
2. Serves as the District's coordinator of at-risk, gifted education, and bilingual/ESL programs.
3. Assists with summer program development and implementation in areas of supervision.

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4. Assesses Performance Based Monitoring (PBM) indicators related to No Child Left Behind, bilingual/ESL and develops, implements, monitors, evaluates, and refines action plans to ensure program and performance compliance.
5. Gathers attendance, dropout rates, discipline statistics, failure rates and assessments of at-risk, ESL, bilingual, and gifted students and work with principals, parents, and students to improve student achievement.

Administrative Management

1. Completes and submits grant applications and compliance reports for instructional programs to include Title and Optional Extended Year Program (OEYP).
2. Conducts reviews of the following and implements changes to ensure compliance: Title, State Compensatory Education, Gifted and Talented, Bilingual/ESL.
3. Provides oversight in the development of campus improvement plans to include required elements related to assigned programs.
4. Provides oversight of the maintenance and revision of the District improvement plan and annual list of accomplishments related to programs.

Fiscal Management

1. Compiles and administers State and federal grant budgets based on program needs and program requirements.
2. Collects and monitors “time and effort” logs for staff that provide services to the District’s at-risk student population.
3. Works cooperatively with the business office on State and federal grant finance reporting requirements.
4. Develops and administers departmental budgets.

Personnel Management

1. Provides leadership, direction and guidance to campus-level administrators as well as gifted, bilingual, and ESL teachers.
2. Conducts campus and classroom walk-through observations as a monitoring tool to ensure effective instruction and program compliance for areas of supervision.
3. Provides direct supervision and formative/summative appraisal for personnel under this job authority.
4. Serves as a second appraiser upon request.

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5. Assists with the recruitment, selection, and retention of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

Organizational Climate

1. Actively supports the efforts of others.
2. Provides for two-way communication with supervisor, fellow directors, principals, teachers staff, parents, and community.
3. Keeps supervisor and fellow directors abreast of decisions, plans, and actions within the scope of the job.

School/Community Relations

1. Effectively communicates the District's vision, mission, and instructional philosophy to all stakeholders, including community.
2. Demonstrates an awareness of District and community needs and initiates activities to meet the needs.
3. Initiates activities to encourage community and parental involvement.

Professional Growth and Development

1. Assists with the planning and implementation of staff development activities that incorporate the mission of the District, program evaluation outcomes, and input from staff.
2. Assists with K-12 District initiatives regarding professional learning.
3. Assists with securing consultants, specialists, and other community resources to assist principals and instructional staff attain achievement and leadership objectives.
4. Seeks training opportunities aligned with the District improvement plan to facilitate ongoing effective instructional practices.
5. Accepts other job-related duties that are assigned as opportunities for professional growth and learning.

Supervisory Responsibilities:

Supervises Gifted and Talented, Advanced Academics, Bilingual/ESL Programs and Federal Programs.

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Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent 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.

Approved by _____

Date _____

Reviewed by _____

Date _____