

Reports to: Director of Special Education/Campus Principal
Term: 202 Days
Status: Exempt

Job Description:

Facilitate and coordinate activities related to the admission, review, and dismissal process and services for students with disabilities.

Qualifications:

Education/Certification:

- Bachelor's degree (Master preferred) from an accredited college or university
- Valid Texas Special Education certificate

Special Knowledge/Skills:

- Effective and positive communication and interpersonal skills
- Strong team-building skills
- Extensive knowledge of special education rules and regulation
- Ability to interpret policy, procedures, and data
- Superior organization skills
- Ability to adjust to change in a positive manner
- Ability to use Microsoft word, excel and other data based programs

Experience:

- Minimum of five years special education experience

Major Responsibilities and Duties:

1. Schedules and prepares paperwork for all Admission, Review, and Dismissal (ARD committee meetings).
2. Schedules ARD staffing and ARD meetings with the appropriate required staff members.
3. Collaboration with the special education staff to ensure that appropriate ARD paperwork has been completed prior to ARD meetings (PLAAFP, measurable

goals and objectives, AU supplements, Behavior Intervention Plans, transition parts of the ARD including verifying their 4 year graduation plan, and STAAR testing information.

4. Ensures all required documents and supplemental forms are reviewed and included in the ARD paperwork.
5. Ensures ARD meetings are held within timeline
6. Make recommendations to the ARD committee, when necessary, for educational programming, based on student's goals, needed services, and federal/state/district requirements.
7. Collaborate with the secondary instructional specialist for issued related to student services.
8. Collaborate with the secondary compliance officer to ensure documents are provided to the day after the ARD meetings.
9. Collaborate with the PEIMS clerk to inform her of all changes to a student's PEIMS status.
10. Collaborate with the campus testing coordinator to ensure students take the correct STAAR assessment with the current accommodations.
11. Take the deliberations during the ARD meeting and read them to the committee and the conclusion of the ARD meeting.
12. Maintains a positive and effective relationship with supervisors, Principals, colleagues, and parents.
13. Communicates professionally and effectively with supervisors, Principals, colleagues, and parents.
14. Is visible and readily accessible to the Principal, staff, and parents.
15. Participates in professional development activities to improve skills related to the job assignment.
16. Be the Special Education team leader and collaborate with the special education staff in order to facilitate effective IEP for students' academic, behavior, and social success.
17. Performs other duties as assigned by the Director of Special Education.

Working Conditions:

- Ability to communicate effectively (verbal and written), interpret policy, procedure, and data related to special education.
- Maintain emotional control under stress
- Ability to proficiently manage multiple tasks simultaneously
- Occasional travel, occasional prolonged hours, and occasional lifting of 30 lbs. or more.

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

Human Resources
(409) 916-0107

Special Education Program Specialist
Job Description

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____