

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0129

Special Education Specialist

Job Description

Exemption Status/Test: Exempt

Reports to: Campus Principal and Director of Special Education

Term: 212 Days

Primary Purpose:

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.

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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.

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 _____

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