



Longview Independent School District

JOB DESCRIPTION DIRECTOR OF SPECIAL EDUCATION

JOB TITLE:	Director of Special Education	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Assistant Superintendent, Campus Accountability	TERMS:	226 Days
DEPARTMENT:	Special Education	PAY GRADE:	Administrative 7

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 from an accredited college or university
Texas Mid-Management or other appropriate Texas certification
Valid Texas teaching certificate with special education endorsement

Special Knowledge and Skills:

- 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 coordinate district function
- Strong organizational, communication, and interpersonal skills

Experience:

Five years teaching experience in special education

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional and Program Management

1. Direct and manage special education programs and services to meet students' needs



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Instructional and Program Management (continued)

2. Ensure that student progress is evaluated on a systematic basis, and that the findings are used to make special education 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
6. Monitor the special education referral process; arrange for or conduct student assessments; make recommendations regarding placement and program management for individual students
7. Supervise and monitor the admission, review, and dismissal (ARD) process district wide
8. Participate in committee meetings to ensure the appropriate placement and development of individual education plans for students according to district procedures
9. Supervise transition services for special education students entering and exiting public school programs
10. Provide leadership in the formulation and implementation of contracts for special education students receiving services outside of the district
11. Obtain and use evaluative findings (including student achievement data) to gauge special education program effectiveness
12. Serve as resource person in the design and equipping of facilities for students with disabilities
13. Ensure that curriculum renewal is continuous and responsive to student needs

Student Management

14. Demonstrate support for the district's student management policies and expected student behavior related to special education program



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Student Management (continued)

15. Establish and maintain open lines of communication by conducting conferences with parents, students, and teachers concerning vital issues

Policy, Reports and Law

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

Budget and Inventory

19. Administer the special education department budget and ensure that programs are cost-effective and funds are managed prudently
20. Compile budgets and cost estimates based on documented program needs
21. Maintain a current inventory of supplies and equipment and recommend the replacement and disposal of equipment when necessary
22. Approve and forward purchase orders for special education department to accounting department

Personnel Management

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



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Communication and Community Relations

27. Serve as district liaison to community agencies providing services to students and notify parents and students of available services
28. Participate in professional organizations and serve on community boards
29. Articulate the district's mission and goals in the area of special education to the community and solicit its support in realizing the mission
30. Demonstrate awareness of district-community needs and initiate activities to meet those needs

Other

31. Comply with district policies, as well as state and federal laws and regulations
32. Adhere to the district's safety policies and procedures
33. Maintain confidentiality in the conduct of district business
34. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
35. Demonstrate regular and prompt attendance
36. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

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

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Feb., 2017