

Killeen Independent School District Job Description

Job Title: At-Risk, Dyslexia, Section 504, and General Education Homebound Specialist
Reports To: Directors for Elementary/Secondary Curriculum and Professional Development
FLSA Status: Exempt

SUMMARY

Coordinates the district programs for At-Risk, Dyslexia, Section 504, and General Education Homebound.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Coordinates and conducts training for At-Risk, Dyslexia, Section 504, and General Education Homebound campus contacts and assessors to ensure quality of services within state and federal guidelines.

Creates and disseminates district procedures for dyslexia referrals, assessment procedures, Section 504 committee procedures, General Education Homebound and At-Risk procedures.

Collaborates with other departments to ensure effective data management systems for At-Risk, Dyslexia, Section 504, and General Education Homebound are in place to monitor, evaluate, and retrieve relevant data.

Monitors At-Risk, Dyslexia, Section 504, and General Education Homebound on all campuses throughout the school year.

Coordinates and conducts ongoing professional development with all elementary, middle, and high school dyslexia teachers to provide updates and obtain feedback.

Remains current on new laws, policies and compliances issues in the areas of At-Risk, Dyslexia, Section 504, and General Education Homebound by attending relevant professional development opportunities.

Provides support to campuses and departments by attending campus Section 504 and ARDC meetings and visiting campuses regularly.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree required, five years of teaching experience required, English Language Arts/Reading experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Teaching certificate required. Principal Certificate preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from principals, teachers, parents, students, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability, statistical inference, and advanced statistical theory. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to use a personal computer and related software packages.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate. Individual is expected to spend time in all school environments on at least limited bases and have some interaction with students of all ages. Work schedule extends to evening and weekends, frequently.

Revised Date: October 30, 2018

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.