

Killeen Independent School District Job Description

Job Title: Director for Special Education
Reports To: Executive Director for Special Education
FLSA Status: Exempt

SUMMARY

Assists the Executive Director for Special Education in providing sound educational programs for children who are eligible for special education services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Oversees Special Education programming including making staff recommendations and program placement.

Assumes responsibility for Special Education professional development in collaboration with the Curriculum and Instruction Departments.

Assumes responsibility for Special Education curriculum and instruction in collaboration with the Curriculum and Instruction Departments.

Oversees the maintenance of a permanent inventory of equipment purchased with special education funds.

Oversees Parent and Community Advisory group.

Assumes responsibility for the IEP management software system.

Assists in the adaptation of school policies to include special educational needs.

Serves as the Special Education representative on the District Improvement Team.

Recommends policies and programs essential to the needs of students with disabilities.

Keeps informed of all legal requirements governing special education.

Assists in establishing services and supports and develops improved understanding of existing services and supports.

Assists in developing and initiating Child Find procedures for continuous identification of students with disabilities.

Assists with the supervision and coordination of special education services and supports.

Evaluates existing services and supports and recommends changes and additions, as needed.

Monitors implementation of procedures for evaluation, placement, assignment, and re-evaluation of students with regard to special education services and supports.

Assists with development of procedures for referrals, securing medical reports, psychological examinations, and placements.

Assists in recruitment, selection, and recommendation for hiring of any special education personnel.

Assists with compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful for special education.

Assists in supervising the maintenance of confidential individual special education records of all children receiving special education services.

Assists with budget recommendations and provides expenditure control on established budgets for special education.

Keeps informed on funding available for special education.

Assists with monitoring Special Education Coordinators performance.

Consults with parents of students with disabilities receiving special education services and supports.

Keeps current with literature, new research findings and improved techniques in special education.

Attends appropriate professional meetings and conventions.

Reviews the federal and state laws and guidelines and revises forms as needed.

Conducts performance appraisals for selected district-wide support staff.

Assures that all specialized forms are available.

Keeps current in technology and evaluation topics in order to keep the evaluation/testing process efficient.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Assists with managing all Special Education services and supports. Assists with managing Special Education employees across the district. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include participating in the interviewing and hiring process; professional learning for employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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 and five years Special Education experience, required.

CERTIFICATES, LICENSES, REGISTRATIONS

Principal Certificate and Special Education certificate, required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to Board of Trustees, administrators, staff, parents and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

OTHER QUALIFICATIONS AND SKILLS

Ability to utilize computers and computer software to assist with monitoring Special Education funding.

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.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee will occasionally lift or carry (45 pounds or more) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory students, and lifting and moving adaptive equipment; may work prolonged or irregular hours. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

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. Frequent district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

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.