

## **Killeen Independent School District Job Description**

**Job Title:** Executive Director for Special Education  
**Reports To:** Assistant Superintendent for Curriculum and Instruction  
**FLSA Status:** Exempt

### **SUMMARY**

Provides sound educational programs for children who are eligible for special education services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

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

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

Keeps informed of all legal requirements governing special education.

Establishes services and supports and develops improved understanding of existing services and supports.

Develops and initiates Child Find procedures for continuous identification of students with disabilities.

Directs the supervision and coordination of special education services and supports.

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

Establishes procedures for evaluation, placement, assignment, and reevaluation of students with regard to special education services.

Develops procedures for referrals, securing medical reports, psychological examinations, and placements.

Directs the supervision and coordination of home instruction for home bound or hospitalized students.

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

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

Supervises the maintenance of confidential individual special education records of all children receiving special education services.

Supervises preparation of attendance reports and similar data necessary for reimbursement of funds, collecting of tuition for out-of-district students, and similar fiscal matters.

Arranges for special transportation of students with disabilities who are eligible for transportation as a related service.

Assists with performance appraisals for the Coordinator for Special Education Campus Operations.

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

Keeps informed on funding available for special education.

Interprets the objectives of special education services to the Board, the administration, the staff, and the public at large.

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

Establishes procedures for requisitioning, ordering, and paying for special education supplementary materials, equipment and supplies.

Approves all supplementary supplies, materials, and texts used by special education personnel.

Evaluates the comprehensive special education program, including curriculum, procedures, and individual students' needs and achievements.

Makes recommendation on design, furnishings, equipment, and location of new special education facilities.

Consults with parents of students with disabilities.

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

Attends appropriate professional meetings and conventions.

Arranges for the input of district-level PEIMS-related data entry, validation and reporting requirements as described in Student Attendance Accounting Handbook and PEIMS Data Standards as well as delegation of specific PEIMS responsibilities to designated staff.

Ensures that designated staff attend relevant PEIMS trainings and are adequately prepared to perform PEIMS-related activities.

Disseminates PEIMS-related information from district PEIMS Coordinator, ESC staff or TEA to appropriate campus staff in a timely manner.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Manages all Special Education services and 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 and/or campus special education program management.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Principal Certificate required and Special Education certificate preferred.

## **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 monitor 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.