Waco Independent School District

JOB DESCRIPTION

Job Title: Director of Special Education Centralized Programs

Wage/Hour Status: Exempt / At Will

Reports To: Asst. Supt. of Elementary Academics

Pay Grade/Days: 106 / 226

Dept./School: Administration Bldg.

Date Created: May 2018

Primary Purpose:
Oversee and ensure compliance of all special education programs (state, federal and local) to meet provisions of needed services for special needs students and provide appropriate fiscal management of Special Education budget.

Qualifications:
Education/Certification:
Master Degree in Education or relevant field.

Special Knowledge/Skills:
Knowledge of federal and state special education law
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 and stay abreast of changes in policy, procedures, and data related to special services
Ability to manage budget and personnel
Strong organizational, communication, leadership, and interpersonal skills
Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.
Considerable knowledge of the principles of supervision, organization and administration
Skill in scheduling and coordinating large programs
Skill as a facilitator and presenter
Ability to develop, interpret, evaluate, clarify, and apply policies and procedures
Ability to communicate effectively in both oral and written modes
Ability to exercise initiative and independent judgment in applying standards to various work situations
Ability to maintain complete and accurate records and to develop meaningful reports from them
Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs
Ability to establish and maintain effective working relationships as necessitated by work assignments

Experience
Three years administrative campus or district-level experience required.
Urban experience preferred.
T-TESS appraiser (preferred).

Major Responsibilities and Duties:
1. Ensure that student progress is evaluated on a systematic basis, and that the findings are used to make special education programs more effective.
2. Coordinate with the Chief Officer of Special Education Instruction to develop and implement specialized curriculum for centralized programs.

3. Recommend the use of assistive technology in the teaching-learning process to enhance student access to the general curriculum.

4. Support and enhance the use of assistive technology to increase access to the general curriculum and reduce the impact of identified students’ disabilities.

5. Encourage and support the development of innovative instructional programs, helping general and special education teachers to pilot such efforts when appropriate.

6. Keep abreast of new information, innovative ideas and techniques for students with low incidence disabilities.

7. Plan the necessary time, resources, and materials to support subordinates in accomplishing educational goals.

8. Manage the special education referral process and monitor the ARD recommendations regarding placement and program management for individual students.

9. Support the application of appropriate accommodations/modifications to district and state assessments for identified students.

10. Participate in multi-disciplinary and ARD committee meetings, as needed, to ensure the appropriate placement and development of individual education plans for students according to district procedures.

11. Supervise and develop transition services for special education students entering and exiting public school programs by coordinating with the career coach.

12. Provide leadership in the formulation and implementation of contracts for special education students receiving services outside of the district.

13. Collaborate with the Chief Officer of Special Education Compliance and the Chief Officer of Special Education Instruction to obtain and use evaluative findings (including student achievement data) to gauge special education program effectiveness.

14. Serve as resource person in the design and equipping of facilities for students with disabilities.

15. Assist teachers in the organizing workspaces for effective learning in programs that span early childhood to secondary transition.

16. Maintain a current inventory of supplies and equipment and recommend the replacement and disposal of equipment when necessary.

17. Ensure that curriculum renewal is continuous and responsive to student needs.

18. Ensure that special education department provides service and support to campuses.

19. Assist in planning and conducting of workshops and other inservice programs to help raise the level of understanding of low incidence disabilities.

20. Participate in the design of multimodal communication systems for students who communicate in a non-traditional manner.

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

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

23. Recommend sound policies to improve program.
24. Compose written policies and procedures regarding local, state, and federal compliance for all areas of supervision.

25. Provide training to district staff and administrators as need is determined to ensure compliance with federal and state statutes and regulations.

26. Compile, maintain, and file all physical and computerized reports, records, and other documents required by district, state or federal policy/law.

27. Coordinate budget expenditures with the Chief Officer of Special Education Compliance to ensure that programs are cost effective and funds are managed prudently.

28. Approve and forward purchase orders for special education department to accounting department.

29. Prepare, review, and revise job descriptions in special education department for positions of supervision.

30. Evaluate job performance of employees to ensure effectiveness.

31. Participate in the recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

32. Coordinate with Response to Intervention, Section 504, and Dyslexia to ensure appropriate planning, implementation, and documentation of accommodations and interventions for students served with regard to special education.

33. Coordinate with the Chief Officer of Special Education Compliance to oversee and manage cases that appear headed for litigation to prevent litigation where possible and/or to ensure that the district has the strongest case for litigation by attending IEP meetings and depositions, assisting with responses to interrogatories, communicating with outside counsel, and other related tasks to ensure the best possible outcome.

34. Participate in professional organizations and serve on community boards.

35. Articulate the district's mission and goals in the area of special education to the community and solicit its support in realizing the mission.

36. Demonstrate awareness of district-community needs and initiate activities to meet those needs.

37. Serve as district liaison to community agencies providing services to students and notify parents and students of available services.

38. Use appropriate and effective techniques to encourage community and parent involvement.

39. Attend District Leadership Team meetings as scheduled to participate in the development of PBMAS and District Improvement plans.

40. Coordinate the activities of the district Special Olympics program, including supervision of student athletes, sponsors, volunteers, and coaches.

41. Coordinate with representatives from alternative education sites to monitor the implementation of special education services for students with disabilities.

42. Perform other duties as assigned.

Supervisory Responsibilities: Special Education Staff
Functional Academics, BASE, 18+Transition Program, Wiley Opportunity Center, Brazos High, Challenge Academy, Preschool Program for Children with Disabilities, Special Olympics, and Social Workers

Working Condition:
Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress, work with frequent interruptions. Tight timeline pressures; hectic pace; working on several projects at once; working with diverse population. Frequent district wide travel and occasional statewide travel; occasional prolonged and irregular hours.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

________________________________________________________________________
Employee Signature Date

Printed Name Employee ID #

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, please email titleixcoordinator@wacoisd.org or contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.

Declaración de No Discriminar

El Distrito Escolar Independiente de Waco (Distrito) como un proveedor de igualdad de oportunidad educativa y como empleador no discrimina en base a raza, color, origen nacional, género, religión, edad, incapacidad, o por información genética en los programas educativos o en las actividades que dirige o en los asuntos de empleo. El Distrito es requerido por el Título VI y el Título VII de la Ley de Derechos Civiles de 1964, según enmendada, el Título IX de las Enmiendas de Educación de 1972, la Ley de Discriminación por Edad de 1975, según enmendada, la Sección 504 de la Ley de Rehabilitación de 1973, la Ley de Estadounidenses con Discapacidades, así como la Política del Consejo Escolar de no discriminar de tal manera.

Para obtener información o para quejarse respecto al cumplimiento de los requisitos de no discriminar del Título IX, por favor envíe un correo electrónico a titleixcoordinator@wacoisd.org o póngase en contacto con el Superintendente Asistente de Recursos Humanos de Waco ISD y/o con el Coordinador de Gestión Estudiantil de Waco ISD al 254-755-9410 y/o con el Director de Atletismo de Waco ISD al 254-745-2250. Para obtener información o para quejarse respecto al cumplimiento de los requisitos de no discriminar del Título VI y del Título VII, según enmendada, póngase en contacto con el Superintendente Asistente de Recursos Humanos de Waco ISD al 254-755-9410. Para obtener información o para quejarse respecto al cumplimiento de los requisitos de no discriminar de la Sección 504 o de la Ley de Rehabilitación de 1973, según enmendada, póngase en contacto con el Director de Educación Especial de Waco ISD al 254-755-9431 o; P.O. Box 27, Waco, TX, 76703.