Waco Independent School District
JOB DESCRIPTION

Job Title: Director of Special Educ. Compliance
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 a variety of 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
Two years special education administrative or district-level/supervisory experience
Urban experience (preferred)
T-TESS Appraiser (preferred)

Major Responsibilities and Duties:
1. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in area of special education.

2. Serve as the district monitor of all areas of special education compliance.

3. Plan, train, implement, and monitor a comprehensive system for auditing special education records to ensure compliance with state and federal laws and regulations.

4. Implement a monthly education program in coordination with the Chief Officer for Special Education Instruction and the Chief Officer for Special Education Centralized Programs for parents and community on various aspects of special education law with a goal of fostering communication, understanding, and trust between the parents/community and school/district personnel.

5. Train district and campus-level staff to improve understanding of and compliance with special education laws and regulations as well as updates concerning new developments in special education law.

6. Troubleshoot, investigate, and resolve complaints from special education parents and staff.

7. Arrange for or conduct student assessments for those students who have been referred for special education consideration.

8. Monitor the admission, review, and dismissal (ARD) process districtwide.

9. Obtain and use evaluative findings (including student achievement data) to gauge special education program effectiveness.

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

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

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

13. Recommend sound policies to improve program.

14. Compose written policies and procedures regarding local, state, and federal compliance for all areas of supervision.

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

16. Administer the special education department budget and ensure that programs are cost effective and funds are managed prudently.

17. Compile budgets and cost estimates based on documented program needs.

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

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

20. Evaluate job performance of employees to ensure effectiveness.

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

22. Serve as district liaison to community and private school agencies to provide services to students, notify parents and students of available services, and connect parents with appropriate services to meet federal Child Find requirements.

23. Conduct annual consultation process with private non-profit school officials to ensure timely and meaningful consultation with private school representatives and representatives of parents with
parentally-placed private school children with disabilities during the design and development of special education and related services.

24. Supervise and monitor SHARS implementation to ensure alignment with current local, state, and federal guidelines and regulations.

25. 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.

26. Complete and submit special education discipline reports or other data collection required by the Texas Education Agency or federal government.

27. Provide to all stakeholders timely information related to changes in statewide assessments for students with disabilities, federal regulations, state statutes and guidance, and special education state accountability systems, including PBMAS and SPP.

28. Ensure timely input of data into the SPP system.

29. 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.

30. Meet with diagnosticians, LSSPs, and BCBA to address referral, assessment, and IEP concerns in a timely manner as well as conduct monthly meetings to elicit feedback, provide learning experiences to improve professional practice, and conduct case studies

31. Supervise the Regional Day School Program for the Deaf to ensure compliance and quality of educational programming for students per local, state, and federal guidelines.

32. Supervise BCBA to ensure proactive, research-based behavioral service and support for students and staff.

33. Maintain timeliness in assessment, IEP, and ARD development and implementation to effectively supervise, train, and monitor diagnosticians and LSSPs.

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

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

39. Perform other duties as assigned.

**Supervisory Responsibilities: Special Education Staff**

Lead Diagnostician, Educational Diagnosticians, SHARS Specialist, Licensed Specialists in School Psychology, Regional Day School Program for the Deaf Coordinator, Board Certified Behavior Analyst, and Budget Clerk

**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, as amended, 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.