

DIRECTOR OF SPECIAL PROGRAMS

Job-Type: Full time **Fund:** 420
Reports to: Superintendent and Assistant Superintendent of Academics
Wage/Hour Status: Exempt
Duty Days Assigned: 226

Job Goal:

Direct the district's Special Education, ESL, 504, Dyslexia, and ESL programs to ensure provision of needed services for qualifying students. Work to provide individualized education plans to meet the needs of all students and ensure compliance with all state, federal, and local requirements.

Qualifications:

Education/Certification:

- Master's Degree required
- Valid Texas Teaching Certificate required
- Valid Texas Principal Certificate preferred
- Three years teaching experience in special education
- Special Education certification preferred

Skill Requirements:

- Knowledge of federal and state Special Education, ESL, 504, Dyslexia, and ESL law
- Understanding of the individual needs of Special Education, ESL, 504, Dyslexia, and ESL students
- Ability to communicate with all levels of Special Education, ESL, 504, Dyslexia, and ESL students and their parents
- Ability to implement Special Education, ESL, 504, Dyslexia, and ESL policy and procedures
- Ability to interpret Special Education, ESL, 504, Dyslexia, and ESL data
- Ability to manage Special Education, ESL, 504, Dyslexia, and ESL budget and personnel
- Ability to coordinate district function
- Strong organizational, communication, and interpersonal skills

Performance Responsibilities:

- Direct and manage all special programs and services to meet students' needs.
- Collaborate with and support campus principals regarding all special programs
- Support general education staff with implementing special programs
- Ensure that student progress is evaluated on a systematic basis, and that the findings are used to make special programs are more effective.
- Ensure the use of technology in the teaching-learning process.
- Encourage and support the development of innovative instructional programs, helping teachers to pilot such efforts when appropriate.
- Plan the necessary time, resources, and materials to support subordinates in accomplishing educational goals.

- Manage all special program's referral processes; arrange for or conduct student assessments; make recommendations regarding placement and program management for individual students.
- Supervise and monitor the admission, review, and dismissal (ARD) process districtwide.
- Participate in committee meetings to ensure the appropriate placement and development of individual education plans for students according to district procedures.
- Supervise transition services for special education students entering and exiting public school programs.
- Provide leadership in the formulation and implementation of contracts for special education students receiving services outside of the district.
- Obtain and use evaluative findings (including student achievement data) to gauge special education program effectiveness.
- Serve as resource person in the design and equipping of facilities for students with disabilities.
- Ensure that curriculum renewal is continuous and responsive to student needs.
- Demonstrate support for the district's student management policies and expected student behavior related to special education program.
- Establish and maintain open lines of communication by conducting conferences with parents, students, and teachers concerning vital issues.
- Recommend sound policies to improve program.
- Implement the policies established by federal and state law, State Board of Education rule, and local board policy in area of special education.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required
- Assist campus principals in evaluating job performance of employees to ensure effectiveness.
- Participate in the recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
- Articulate the district's mission and goals in special education to the community and solicit its support in realizing the mission.
- Demonstrate awareness of district-community needs and initiate activities to meet those needs.
- Use appropriate and effective techniques to encourage community and parent
- Demonstrate professional, ethical, and responsible behavior.
- Serve as a role model for all campus staff.
- Supervise and evaluate the performance of all special education special education teachers, aides, and support staff.
- Maintain confidentiality.
- Perform other duties assigned by supervisor.

Physical Effort and Work Environment:

- Maintain emotional control under stress.
- Ability to think clearly in stressful situations and a high stress tolerance required.
- Occasional districtwide and statewide travel.
- Occasional prolonged and irregular hours.

- Some movement throughout the classroom may be necessary (e.g., standing, walking, stooping, bending, sitting, and/or kneeling).
- This position may involve rare exposure to blood or body fluids.
- Regular attendance is required for this position.

Personal Work Relationships:

- Candidate receives administrative supervision and is typically evaluated formally one time per year.
- Candidate has significant contact with students, parents, and other school staff to provide instruction, offer guidance, exchange information, and develop social skills of students.
- Candidate will also maintain contacts within the community to enrich the content of materials and utilize additional instructional methodologies.

Benefits:

- Salary (district salary schedule plus stipends for extra duties)
- Health Insurance, including major medical, dental, vision, and life.
- TRS retirement pension benefits

Additional Information:

This job description is not an employment agreement or contract. Priority Charter Schools has the exclusive right to alter this job description at any time without notice.

This position is exempt from the Fair Labor Standards Act (FLSA). The faculty hours are 8:00 a.m. to 5:00 p.m., however, the teacher from time to time may work an extended schedule, including weekends and evenings according to demands of the role and tasks.

In accordance with applicable laws and Priority Charter Schools policies, no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, disability, age or veteran status (except where age, sex, or disability constitutes a bona fide occupational qualification necessary to proper and efficient administration).

All new employees must present proof of identity and eligibility to work in the United States.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Accepted by: _____

Date: _____