

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Director Special Education - Specially Designed Instruction and Behavior	Wage/Hour Status:	Exempt
Reports To:	Executive Director Student Support Services	Pay Range:	880
Dept./School:	Academic Services	Date Revised:	9/14/2022

Primary Purpose:

Provides leadership and coordination to ensure the overall design and implementation fidelity of educational programs, support services, processes and procedures are in compliance with federal, state, and locally mandated regulations and curriculum.

Qualifications:

Education/Certification:

Master's Degree

Principal Certification, Professional Mid-Management or Supervisor Certification (preferred)

Texas Teachers Certificate in Special Education

Licensed Specialist in School Psychology

BCBA License

Special Knowledge/Skills:

Skilled in applying local, state, and federal regulations related to students with disabilities

Skilled in developing and presenting training related to evaluations with special education law

Skilled in consulting with diverse groups utilizing tact and diplomacy both verbally and in writing

Ability to effectively respond to inquiries and complaints in a timely manner

Strong organizational, communication, collaborative and interpersonal skills

Demonstrated ability to use good judgement and discretion in sensitive confidential issues

Strong understanding of how to gather, organize, and use data using technology tools available

Strong understanding of the continuous improvement/ program improvement process

Ability to develop, interpret, evaluate, clarify, and apply policies and procedures

Experience:

Minimum 3 years' experience in special education and/or background in related field

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Leadership and/or administrative experience in leading the ARD and FIE evaluation process

Experience in general education setting preferred

Experience practicing conflict resolution/mediation in a mid-size to large environment

Major Responsibilities and Duties:

Assume responsibility for the organization and operation of work within the area of supporting students and staff working with special education students following federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1)

Represent the District in responding to TEA complaints, resolution, mediation and due process hearings

Coordinate functions related to responding to complaints, requests for resolution, mediation or due process hearings

Collaborate and consult with the Executive Director Special Education Services and the district's legal counsel on all potential and active litigious cases

Collaborate and assist with troubleshooting and investigating complaints from parents and staff

Work collaboratively with parent advocates

Attend IEP meetings as needed as an IEP facilitator and/or mediator

Monitor and communicate legislative changes and new developments in special education law, and aligns forms, compliance processes and procedures to legal requirements

Plan, train, implement and monitor a comprehensive system for auditing special education records (as part of the PBMAS program compliance review) to ensure compliance with state and federal laws and regulations

Plan, train, implement and monitor a comprehensive system for data verification

Systematically gather and use data to inform program improvement

Provide training to district administrators and other staff regarding compliance issues

Use data and other artifacts as evidence in evaluating program effectiveness and measuring growth

Respond to persons from diverse cultural backgrounds by employing effective, culturally sensitive interpersonal skills

Create an environment where staff can thrive by providing the necessary time, resources, materials, and technology

Interpret and implement the policies established by federal and state law, State Board of Education rule, and the local board policy in special education. Recommend sound policies and procedures to improve the program.

Assist the executive director in the development of the special education budget for assigned programs based upon documented needs and cost estimates, and ensure that operations are cost effective and funds are managed wisely

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Establish and maintain a collaborative, customer service oriented, responsive department culture

Establish and maintains a professional relationship and open communication with principals, teachers, staff, parents, and community members

Continuously seek and engage in professional growth opportunities

Assist in the preparation, review, and revision of job descriptions within your assignment

Assist the Executive Director in the organization of department functions to support efficient and effective program and office operations and management

Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff

Articulate the district's mission and goals for special education services to the community and solicits support in realizing the mission

Effectively communicate with, engage, and involve parents and the community in continuous needs assessment and program improvement activities

Organize and evaluate special education staff as necessary

Maintain confidentiality of information

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Supervisory Responsibilities:

Assistant Directors, Coordinators, specialists, itinerant special education staff, teachers, assistants, and support staff as necessary

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

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Approved By: W. Noel McBee, Compensation Coordinator **Date:** 9/14/2022

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job

descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____