Primary Purpose:
Oversee the administration, coordination, and supervision of the District's Special Education program including, but not limited to, Special Education Leadership, Itinerant Evaluation and Related Services Staff, Regional Day School Program for the Deaf, Homebound/Hospital Services, and Adult Transition Services.

Qualifications:

Education / Certification:
- Master's Degree in Special Education or other related field
- Valid Texas teaching certificate (required)
- Valid Texas Principal Certificate (preferred)
- Valid Texas Special Education Certificate or License in a related field

Special Knowledge / Skills:
- Knowledge of federal, state, and local requirements associated with special education
- Working knowledge of curriculum and instruction for students with disabilities
- Ability to evaluate programs, teaching effectiveness
- Ability to manage budget and personnel
- Strong organizational, communication, and interpersonal skills necessary to lead a team

Experience:
- Minimum of three years teaching or related experience in special education
- Three years in an instructional leadership role (preferred)
- Five years campus and/or central office administrative experience (preferred)

Major Responsibilities and Duties:

Instructional and Program Management:
- Provide visionary leadership and support for the District’s Department for Special Education Services
- Continuously audit the effectiveness of the District’s special education services
Job Title: Executive Director for Special Education

Oversee the development and delivery of special education general & modified curriculum to ensure that all instructional programs incorporate district goals and support student achievement

Develop and implement an effective special education referral process and ensure that student evaluations and recommendations regarding placement and program management for individual students are completed in a timely manner

Monitor the admission, review, and dismissal (ARD) process district-wide to ensure that all legal requirements are met

Obtain and use evaluative findings (including student achievement data) to determine special education program effectiveness and make changes when warranted

Make appropriate recommendations for compliance, innovation, and identified needs

Provide guidance in compliance for curriculum and instructional practices and needs; recommend programmatic and staff changes to Assistant Superintendent for Academic Services

Coordinate, collaborate with and provide assistance to district and campus level administration for all areas associated with special education services

Direct transition services for special education students entering and exiting the District

Work with staff in program evaluation, design, interpretation of data, and scientific decision-making strategies

Policy, Reports and Law:

Attend Board meetings and prepare reports as requested by the Assistant Superintendent

Adhere to District, local, state, and federal rules, regulations, and policies

Administer Board policies and rules relating to special education

Provide direction to staff and keep staff informed as to policies, applicable laws, interpretation of court decisions, regulations, and rules affecting the Department for Special Education Services

Work collaboratively with the District’s legal team

Budget and Inventory:

Assist in the preparation and administration of department budgets

Ensure that programs are cost effective and funds are managed prudently

Communication and Community Relations:

Utilize effective verbal and written communication regarding dissemination of program information to professional staff, school personnel, parents, Board of Trustees and the Superintendent’s Leadership Team

Provide direction and information to the Board of Trustees and the Superintendent’s Leadership Team on issues specific to special education and related services

Maintain liaison and active participation with regional, state, and national educational leaders

Work to develop and maintain positive, collaborative relationships with parents/guardians, campus administrators, district administrators and other stakeholders
Job Title: Executive Director for Special Education

Professional Growth:

- Keep current on development of inclusion options, federal guidelines and recent trends in the delivery of special education services
- Conduct ongoing needs assessment of necessary training and work with leadership team
- Prepare, recommend and participate in professional development, as applicable, for campus staff and administrators, itinerant special education staff and district level staff members
- Seek opportunities for personal professional growth which support the position and duties

Additional Duties:

- Assume responsibility for the organization and operation of work within the area of supporting students and staff working with students receiving special education services
- Direct and facilitate planning and application of emerging technologies within the curriculum and instructional program
- Use evaluation data to guide decisions for special education program improvement
- Develop staffing allocation recommendations through collaborative decision-making, based on student need
- Oversee the development of evaluation instruments to guide program improvement and to monitor student progress
- Make sound recommendations relative to personnel placement, transfer, retention, and dismissal
- Collaborate with the Human Resources Department to participate in the recruitment and retention process for positions in special education
- Recommend and approve contracted services for students receiving special education services outside of the district
- Interpret the policies established by federal and state law, State Board of Education rule, and local board policy in the implementation of special education services
- Articulate the district’s mission and goals for Special Education Services to the community and solicit its support in realizing the mission
- Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors
- Perform other functions that may be assigned by the Administration and/or supervisor

Supervisory Responsibilities:

- Supervise and evaluate the performance of special education leadership and/or effectively delegate this responsibility

Working Conditions:

Mental Demands:
Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress
**Job Title:** Executive Director for Special Education

**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

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**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.

**Approved:** W. Noel McBee, Compensation Coordinator  **Date:** 05-07-19

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:**