

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Social Skills Specialist	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Special Education Coordinator	<b>Pay Range:</b>	833
<b>Dept./School:</b>	Itinerant Special Education	<b>Date Revised:</b>	04/05/2021

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**Primary Purpose:**

Design innovative learning opportunities and social skills curriculum / resources to support campus staff in the implementation of constructive, age appropriate social skills to impact successful child outcomes.

**Qualifications:**

**Education/Certification:**

Bachelor's Degree (required)

Master's Degree (preferred)

Valid Texas teaching certificate with required endorsements or training for subject and level assigned

Demonstrated competency in the core academic subject area assigned

**Special Knowledge/Skills:**

Ability to design, deliver, and measure effectiveness of innovative professional learning opportunities for adult learners

Knowledge of evidence-based social-skills curricula and approaches to social skills instruction

Strong organizational, communication, and interpersonal skills

Competence in educational technology (for example Learning Management Systems like PowerSchool or Canvas, and Google suite including Google Classroom)

Knowledge of all applicable federal and state laws, and local guidelines and procedures related to special education

**Experience:**

Minimum 5 years' experience in a campus based special education teacher role with experience in designing, teaching, and supporting social skill instruction

**Major Responsibilities and Duties:**

Collaborate with other district departments to implement district social skills instruction for all students

Design, deliver, and measure the effectiveness of innovative professional learning opportunities at the district and campus levels in the area of social skills curricula and instructional practices

## **Job Title: Social Skills Specialist**

Use evaluations of social skills to measure progress toward SMART (Specific, Measurable, Attainable, Relevant, Timely) social skill goals as part of IEP (Individual Education Plan) process

Conduct task analysis for social skills routines to design individual Behavior Skills Training, promoting utilization of social skills and strategies for the generalization and maintenance of social skills

Identify/develop technology resources to support the dissemination of social skills resources to students and staff

Assist in development of a common language and understanding of social skills instructional expectations and practices and the alignment/connection of social skills to district's instructional planning, progress and monitoring

Provide direct support, professional learning, and resources for social skills for campus staff

Collaborate with campus staff to enhance their skills in the planning, delivery, management, and evaluation of effective social skills instruction.

Partner with campuses in the identification of appropriate social skills curricula, meeting the needs of students

Consult with campuses to identify, document, and respond to areas of need through observations, fidelity checks, coaching/modeling, and job-embedded professional learning opportunities related to social skills instruction

Collaborate with related service providers to assist in the design and delivery of learning opportunities for parents of students with disabilities in the area of social skills

Systematically update and maintain the social skills online guide

Develop and disseminate a list of social skills resources and upcoming learning opportunities

Build capacity by coordinating opportunities for peer-to-peer collaboration and staff sharing resources or instructional innovations.

Implement and maintain compliant special education department record keeping processes

Assist in establishing, modeling, and communicating a positive organizational climate, understanding the learning needs of diverse populations

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

Follow attendance policy as assigned by supervisor

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

## **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 districtwide 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 By:** W. Noel McBee, Compensation Coordinator **Date:** 04/14/2021

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** \_\_\_\_\_