

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Special Education Instructional and Campus Support Specialist	Wage/Hour Status:	Exempt
Reports To:	Special Education Coordinator/Assistant Director	Pay Grade:	833
Dept./School:	Itinerant Special Education	Date Revised:	6/8/2021

Primary Purpose:

Responsible for collaborating with the Special Education Department and school campus staff to provide effective support, training, and modeling/coaching for special education staff in the areas of behavioral and academic interventions for students with disabilities.

Qualifications:

Education/Certification:

Bachelor's Degree (required)

Master's Degree in Education, Special Education, or Related Field (preferred)

Valid Texas certification or credentials in Special Education instruction or a related service area (required)

Demonstrated competency in the core areas assigned (required)

Special Knowledge/Skills:

Working knowledge of federal laws, state guidelines, and local district policies related to students in special education

In-depth knowledge of class-wide interventions and specialized instructional strategies for teaching students with special needs

Ability to lead, analyze, and implement effective programs for individuals with disabilities

Willingness to attend training to further skills and knowledge in curriculum

Ability to design, deliver, and measure the effectiveness of innovative professional learning in the area of academic instruction

Excellent organizational, communication (verbal and written), and interpersonal skills

Experience:

Minimum three (3) years teaching (or other school-based) experience with students with special needs in grades PK-12

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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)

Assist with the evaluation of the effectiveness of the current instructional model and practices

Collaborate with the Special Education Leadership Team, Curriculum Coordinators, Academic Services staff, and campus staff regarding implementation of evidence-based strategies

Provide consultation to special and general education teachers in implementing curriculum and instructional strategies

Provide training and follow-up activities on the topic of curriculum and instruction

Facilitate the implementation of new materials, methodologies, philosophies, and innovations using those which meet the needs of students served

Facilitate the planning process for Special Education teachers by deepening Special Education teacher's understanding of the vertical alignment of standards, in order to increase teacher effectiveness in developing lesson plans and delivery of instruction that increases student performance over time

Attend and participate in district and department training sessions and work sessions

Monitor professional research and disseminate ideas and information to other professionals, and provide leadership in identifying trends and opportunities, as well as solve problems related to instruction

Understand and respond to the academic, social, and physical needs of diverse populations

Assist in establishing, modeling, and communicating a positive organizational climate

Monitor compliance with district proficiency standards and indicators

Collaborate with campus staff to support students moving to centralized placements

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

Implement the policies established by federal and state law, State Board of Education rules, and local board policy

Follow attendance policy as assigned by supervisor

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

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

Working Conditions:

Mental Demands:

Work with frequent interruptions; interpret policy, procedures and data; coordinate district functions; maintain emotional control under stress and in crisis situations

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Physical Demands/Environmental Factors:

Occasional district wide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; use of computer and repetitive hand motions; lifting up to 50 pounds; willing and able to restrain/hold/transport and utilize quick body movements as indicated in the Behavior Intervention Plan or district/program crisis protocols in the course of working with children with challenging behavior/engaging in physical aggression

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:** 6/8/2020

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:** _____