

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Special Ed Secondary Curriculum Specialist	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Executive Director Special Education Services	<b>Pay Range:</b>	833
<b>Dept./School:</b>	Special Education/Curriculum	<b>Date Revised:</b>	11/13/19

---

**Primary Purpose:**

Assist with the development and implementation of the instructional program for students receiving special education services in the district, and work with the Curriculum Department and Special Education Department to support the instructional program in grades 6-12.

**Qualifications:**

**Education/Certification:**

Master's Degree, or substantial completion towards (required)  
Special Education Certification

**Special Knowledge/Skills:**

Knowledge of federal laws, state guidelines and local district policies  
Knowledge of specialized instruction options for students with special needs  
Ability to design, deliver and measure the effectiveness of innovative learning opportunities  
Willingness to attend training to further skills and knowledge in curriculum  
Excellent communication skills in a variety of formats  
Ability to work collaboratively in a team-based environment  
Ability to develop necessary professional skills appropriate to job assignment

**Major Responsibilities and Duties:**

Assume responsibility for the organization and operations of work within the area of supporting students and staff working with special education students, in compliance with federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1)  
Evaluate the effectiveness of current instructional practices  
Collaborate with the special education leadership team, the curriculum specialist team and campus staff regarding any instructional changes that need to take place on campuses  
Provide consultation to special and general education teachers in the implementation of strategies that promote student success  
Create and maintain technology solutions for special education curriculum support, e.g. website design, spreadsheets, online learning design, etc.

**Job Title:** Special Ed Secondary Curriculum Specialist

Design and deliver innovative learning on topics of curriculum and instruction

Facilitate the implementation of effective programs that meet the needs of students with disabilities

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

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

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

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

**Working Conditions:**

**Mental Demands:**

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 travel 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.

**Approved By:** W. Noel McBee, Compensation Coordinator      **Date:** 11-13-19

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:** \_\_\_\_\_