

**PLANO INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

<b>Job Title:</b>	Special Ed Elementary Curriculum Specialist	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Director Special Education	<b>Pay Range:</b>	833
<b>Dept./School:</b>	Special Education Curriculum	<b>Date Revised:</b>	04/08/24

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**Primary Purpose:**

Assist with the development and implementation of the instructional program for students receiving special education services in the district. The person in this position works with the Curriculum Department and the Special Education Department to support the instructional program in grades EC-5.

**Qualifications:**

**Education/Certification:**

Special Education Certification

Master's Degree preferred

**Special Knowledge/Skills:**

Working knowledge of federal laws, state guidelines and local district policies

Knowledge of specialized instruction options for students with special needs

Excellent communication and interpersonal skills

**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)

Evaluate the effectiveness of current instructional practices

Collaborate with the Special Education Leadership Team, the Curriculum Coordinators, and campus staff regarding any instructional changes that need to take place on campuses

Provide consultation to special and general education teachers in implementing 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

**Professional Growth and Development**

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

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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

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

**Supervisory Responsibilities:**

None

**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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**Acknowledgment:**

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:** 09-11-18

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