



Job Title: Assistant Director of Special Education

Exemption Status: Exempt

Reports to: Director Special Education

Date Revised: April 2024

Dept. /School: Special Education

Pay Grade: 109

Primary Purpose:

The Assistant Director of Special Education is responsible for ongoing planning, supervision, monitoring, and evaluation of special education programs. The Assistant Director of Special Education ensures compliance with due-process laws, practices, and procedures by providing technical assistance to staff, parents, and others as required. This is accomplished through collaboration with principals, GISD administrators, district administrators, and other stakeholders; observation, evaluation, and coaching of staff; and participation in and leading professional development and training in special education.

Qualifications:

Education/Certification:

- Master's Degree in Special Education or related field
- Valid Texas Special Education Certification
- Valid Texas Administrator Certification or other appropriate certifications

Experience:

- Minimum of five (5) years of teaching or administrative experience in Special Education
- Some administrator experience at the campus and/or district level

Special Knowledge/Skills:

- Strong knowledge of federal and state law in Special Education
- Strong knowledge of special education programming
- Understanding of the individual needs of students with disabilities
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to manage budget and personnel
- Strong organization, communication, and interpersonal skills

Major Responsibilities and Duties:

Instructional and Program Management

1. Oversee the development and delivery of assigned instructional programs that incorporate district goals and support student achievement.
2. Ensure that curriculum renewal is continuous and responsive to student needs.
3. Ensure that student progress is systematically evaluated.
4. Obtain and use evaluative findings (including student achievement data) to gauge program effectiveness.
5. Make changes when warranted.
6. Ensure that the necessary time, resources, materials, and technology are available to support and accomplish educational goals.
7. Encourage and support the development of innovative instructional programs.

Student Management

8. Support the district's student management policies and expected student behavior related to special education programs.



Policy, Reports, and Law

9. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in special education.
10. Recommend sound policies and procedures to improve programs.
11. Compile, maintain, and file all required reports, records, and other documents.

Budget and Inventory

12. Develop and administer assigned special education programs based on documented needs, ensuring cost-effective operations and wise fund management.
13. Maintain a current inventory of supplies and equipment, and recommend replacing or disposing of equipment when necessary.

Personnel Management

14. Prepare, review, and revise job descriptions for assigned staff as needed.
15. Under the guidance of the Director of Special Education, select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.

Communication and Community Relations

16. Establish and maintain a professional relationship and open communication with principals, teachers, staff, district personnel, parents, and community members.
17. Serve as district liaison to community agencies providing services to students and notify parents and students of available services.
18. Articulate the district's special education mission and goals to the community and solicit its support in realizing them.
19. Demonstrate awareness of district-community needs and initiate activities to address them.
20. Use appropriate and effective techniques to encourage community and parent involvement.
21. Perform all other duties as assigned.

Supervisory Responsibilities:

Supervises and evaluates special education coordinators and other personnel as assigned.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, including frequent keyboarding and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and out-of-state travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____