

**DISTRICT:** Argyle ISD

**STATUS:** OPEN

**POSTING DATE:** 02/22/2022

**CLOSING DATE:** 03/05/2022

**POSTING NUMBER:** XXXXXXX

**REQUIRED CERTIFICATIONS:** Special Education Coordinator

**LOCATION:** Argyle Assigned Campus(es)

**POSITION:** Special Education Coordinator

**JOB DESCRIPTION:** Coordinate district processes and procedures related to successful implementation of the special education program. Support campus staff and others to ensure fidelity of the special education program. Maintain a manageable student caseload based on licensure as a licensed specialist in school psychology or certification as an educational diagnostician.

**JOB QUALIFICATIONS:** Education/Certification:  
Master's degree in psychology or special education from an accredited college or university  
Valid Texas license as a licensed specialist in school psychology granted by the Texas State Board of Examiners of Psychologists or valid Texas certification as an educational diagnostician by the State Board of Educator Certification  
Special Knowledge/Skills:  
Knowledge of the special education evaluation process as it relates to eligibility determination and program development  
Knowledge of evidence-based instructional and intervention strategies  
Knowledge of federal, state, and local rules, regulations, and procedures related to special education compliance, accountability, and improvement  
Strong consultation skills for conferencing with teachers, parents, and students  
Excellent organizational, communication, and interpersonal skills

**DUTIES AND RESPONSIBILITIES:** Coordination

1. Compile and ensure the integrity of various data (SPP, Child Find, etc.).
2. Support and monitor the campus-initiated referral process for special education.
3. Respond to parent requests for special education evaluations according to federal, state, and local rules.
4. Provide district-approved training concerning district special education processes, procedures, and practices.
5. Assist in disseminating information to relevant district staff.
6. Respond to special education inquiries from parents and staff.
7. Assist with activities concerning compliance and performance (continuous improvement, self-assessment, etc.).
8. Assist in generating solutions to special education challenges at the campus and district levels.
9. Assist in implementing all aspects of the SHARS program.
10. Maintain communication and collaboration with contracted service providers.
11. Assist the director of special education with other projects and duties as assigned

Assessment

12. Select and administer assessments to determine student eligibility and appropriate special education services according to federal and state regulations.
13. Score and interpret test data.
14. Develop comprehensive evaluation reports and behavior management plans if applicable.
15. Conduct or participate in the Admission, Review, and Dismissal (ARD) Committee to assist with appropriate placement and development of Individual Education Plans (IEP) for students according to district procedures.
16. May serve as case manager and implement the special education assessment process for students on assigned campuses.

Consultation

- 17. If licensed as a licensed specialist in school psychology: conduct group, individual, and family counseling sessions and facilitative therapy; serve as consultant on mental health topics for instructors in the school health program; consult with school staff regarding implementation of behavior intervention plans and in managing behaviorally disruptive students; provide staff development training in assigned schools to assist school personnel with identification and understanding of students with emotional, social, and behavioral disturbances.
- 18. Meet with parents to discuss pertinent background information and test results.
- 19. Consult with teachers and relevant staff concerning the educational needs of students, interpretation of assessment data, and implementation of IEPs.
- 20. Consult with external providers concerning intellectual, emotional, and behavioral functioning of students as needed.

Program Management

- 21. Develop and maintain effective individual and group relationships with students and parents.
- 22. May provide supervision to intern or trainee.
- 23. Develop and coordinate a continuing evaluation of programs and assessment procedures and make changes based on findings.
- 24. Assist in the selection of assessment materials and equipment.
- 25. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including case records, test results, statistical data, and test inventories.
- 26. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the areas of assessment, placement, and planning for special education services.
- 27. Comply with all district and local campus routines and regulations.
- 28. Participate in professional development activities to improve skills related to job assignment.

Communication

- 29. Maintain a positive and effective relationship with supervisors.
- 30. Effectively communicate with colleagues, students, and parents.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Regular districtwide travel to multiple work locations as assigned; moderate lifting and carrying. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities. May be required to use district-approved physical restraint procedures.

**REQUIRED EXPERIENCE:** Three years experience as a licensed specialist in school psychology or educational diagnostician in an educational setting  
Administrative/supervisory experience preferred

**OTHER INFORMATION:**

**APPLY TO:** [www.teacherjobnet.org](http://www.teacherjobnet.org)

**SALARY:**

**MONTHS:** 212 days

**WORK HOURS:** FROM - TO -

**GRADE / STEP:**

**START DATE:**