San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Director of Special Services	**Exemption Status/Test:**	Exempt
Reports to:	Asst. Supt. of Academic Services	**Pay Grade:**	06
Works with:	Staff/Parents/Students	**Days:**	226
Dept./School:	Special Services Dept.	**Date Revised:**	06/11/2020

Primary Purpose:

Direct and manage the district's special education program. Ensure that services are provided for special needs students and individualized education plans are provided to meet the needs of all students. Warrant compliance with all state, federal, and local requirements.

Qualifications:

Education/Certification:
- Master's degree in Education
- Special Education Certification
- Principal's Certification/Mid-Management Certification

- **Experience:**
- Three years teaching experience in special education
- Three years of administrative experience

Special Knowledge/Skills:
- Knowledge of federal and state special education law
- Understanding of the individual needs of special needs students
- Ability to communicate with all levels of special needs students and their parents
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to manage budget and personnel
- Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Instructional and Program Management

1. Oversee the development and delivery of special education curriculum and instructional programs that incorporate district goals and support student achievement. Ensure that curriculum renewal is continuous and responsive to student needs.

2. Develop and implement an effective special education referral process and ensure that student assessments and recommendations regarding placement and program management for individual students are completed in a timely manner.

3. Monitor the admission, review, and dismissal (ARD) process districtwide. Participate in committee meetings as needed to ensure that students are placed appropriately and development of individual education plans for students are consistent with district procedures. Ensure that student progress is evaluated on a systematic basis.

4. Obtain and use evaluative findings (including student achievement data) to gauge special education program effectiveness. Make changes when warranted.

5. Ensure that the necessary time, resources, materials, and technology to support accomplish educational goals are available. Encourage and support the development of innovative instructional programs.

6. Direct transition services for special education students entering and exiting public school programs.

7. Take an active role in the formulating and implementing contracts for special education students receiving services outside of the district.

Student Management

8. Demonstrate support for the district's student management policies and expected student behavior related to special education program.

Policy, Reports, and Law

9. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in area of special education. Recommend sound policies and procedures to improve program.

10. Compile, maintain, and file all reports, records, and other documents required.

Budget and Inventory

11. Develop and administer the special education budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.

12. Maintain a current inventory of supplies and equipment and recommend the replacement and disposal of equipment when necessary.

Personnel Management

13. Prepare, review, and revise job descriptions in special education department.

14. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.

Communication and Community Relations

15. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.

16. Serve as district liaison to community agencies providing services to students and notify parents and students of available services.

17. Articulate the district's mission and goals in the area of special education to the community and solicit its support in realizing the mission.

18. Demonstrate awareness of district-community needs and initiate activities to meet those needs.

19. Use appropriate and effective techniques to encourage community and parent involvement.

Supervisory Responsibilities:

- Supervise, evaluate, and recommend the hiring and firing of special education support staff.*

Mental Demands/Physical Demands/Environmental Factors:

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

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

Motion: Repetitive hand motions, frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (under 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

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

To meet the executive exemption test, the primary duty must be management **and the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and 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 _____