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:	Lead Assessment	**Exemption Status:**	Exempt
Reports to:	Director of Special Services	**Pay Grade:**	05
Works with:	District Personnel/Students/ Community/Service Agency	**Days:**	207
Dept./School:	Special Services Department	**Date Revised**	05/04/2020

Primary Purpose:

Assist the Director of Special Programs in the management and supervision of the district's Special Education program. Maintain primary responsibility for the evaluation process and appraisal staff, serving as Supervisor/evaluator (in collaboration with principals) for appraisal personnel. Consult with teachers, principals, and staff regarding referrals, implementation of appraisals for eligibility, resource materials, and evaluation procedures/instruments utilized in the area of special education.

Prerequisites:

- Master's Degree; and
- Valid Texas license as a Licensed Specialist in School Psychology (LSSP) or Valid Texas Education Diagnostician Certificate
- Three years' experience as an LSSP or Educational Diagnostician
- Teaching Certification-preferred but not required
- Mid-Management / Principal's Certification-preferred but not required

Special Knowledge/Skills:

- Understanding of all federal, state, and local requirements associated with Special Education
- Ability to facilitate Special Education program with teachers, principals, diagnosticians, and other personnel
- Strong organizational, communication, public relations and interpersonal skills

Major Responsibilities and Duties:

1. Demonstrate an understanding of needs of the Special Education program through action and decisions.

2. Make recommendations to director regarding campus/staff needs.

3. Collaboratively plan, implement and evaluate TEKS-based, scientifically researched-based interventions with district staff, and provide resources and materials to teachers and department staff.

4. Support collaboration between Special Education and General Education to promote coordination for programs, and to provide the least restrictive environment, as appropriate to meet each student's individual needs.

5. Facilitate ARD meetings when appropriate.

6. Maintain confidentiality of student and staff information in alignment with federal and state law, and

train campus and department staff yearly to ensure compliance.

7. Oversee the maintenance of eligibility folders, referrals, and evaluation timelines to comply with state and federal requirements.

8. Supervise and evaluate Special Education staff according to district procedures.

9. Provide appropriate professional development and resources for teachers of Special Education Services.

10. Provide training to district staff on Federal and State law and district policies and procedures.

11. Perform other related duties as assigned by the Special Programs Director

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, and twisting

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

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

Environment: May work prolonged or irregular hours

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

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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.

Employee Signature: _____ Date: _____

Administrator Signature: Nate Carman, Ed.D. Date: JUN 03 2020