

Director 1 SPED SOAR Program

4400 West 18th Street, Houston, Texas (US-TX), 77092-8501, United States

ID: 32749

Job Description

Location: Hattie Mae White

Department: Special Ed - SOAR

Area:Northwest

Contract Months:12

Salary Range: \$130,000.00 – \$155,000.00

Academic Year: 25-26

JOB SUMMARY

Provides broad oversight and day-to-day management of the execution and monitoring of special education plans and processes of the SOAR program. Works closely with SOAR Coordinator 2, SOAR Teachers and SOAR Counselor, to develop systems, monitor monthly ARD compliance reports, professional development plans, federal and state compliance indicators, student staffing ratio recommendations, develop long-range compliance plans, and prepare reports as needed by Senior Leadership. Ensures that special education personnel, resources, high leverage practices, professional development are available in the short and long term to meet the compliance, behavioral and instructional needs of students with disabilities within the SOAR program.

MAJOR DUTIES & RESPONSIBILITIES

List most important duties first

1. Monitor the Special Education SOAR program to ensure compliance with state and federal guidelines
2. Maintain current knowledge of state and federal law and best practices for support programs.
3. Support long and short-range plans in relation to assigned responsibilities
- 4 Facilitate meetings that may frequently involve a range of issues for the purpose of evaluating situations, identifying appropriate actions, developing recommendations, and/or implementing desired program changes.

5. Manage program services for the purpose of achieving outcomes in relation to program objectives and ensuring compliance with legal requirements.
6. Provide leadership, mentorship, and guidance for assigned staff members.
7. Supervise appropriate delivery of both special education instruction and related services as stipulated in IEP's.
8. Ensure services provided by contractual personnel are of high quality.
9. Provide professional development and technical assistance to case managers, teachers, related service providers and support service professionals on all aspects of case management including use of computer systems for the special education process, goal writing, progress reports, annual reviews, and communication with parents, partner facilities, and HISD zoned campuses.
10. Monitor timelines and due dates for IEP's, evaluations, and services for students within the SOAR program
11. Support in the coordination of evaluation team members and service providers efforts with other Special Education and District departments and programs
12. Support in the coordination of contracted evaluations with private providers, as appropriate
13. Ensure evaluations and ARD Committee meetings adhere to state and federal timelines

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

14. Participate in review of program personnel, as appropriate
15. Complete and monitor data reports to provide accurate information regarding all students enrolled within the SOAR program.
16. Audit program compliance by compiling, maintaining, and filing all required physical and digital reports, records, and other documents.
17. Monitor accuracy of PEIMS data for the SOAR program.
18. Comply with all district routines and regulations
19. Work cooperatively with HISD Campus Administrators to implement and refine qualification/placement processes that promote for students in the Least Restrictive Environment, in alignment with the district's procedural guidance process for the SOAR program.
20. Enhance job skills by participating in ongoing professional development as assigned
21. Collaborate with campus and district administrators for the purpose of implementing and maintaining services in accordance with programmatic and regulatory requirements.
22. Provide exemplary customer service/support for families and campus-based staff, upon the qualification/placement process for students transitioning between zoned campus and SOAR program facilities.
23. Exhibit professional composure toward the student's best interest, during interactions

with family and community-based partners

24. Oversee IEP implementation and provide support to assigned staff as needed.

25. Complete appraisal of staff members, as assigned.

26. Performs other job-related duties as assigned.

EDUCATION

Master's Degree in Special Education, Educational Leadership, or a related field preferred

WORK EXPERIENCE

- ARD facilitation experience required.
- 3-5 Years of experience teaching in the area of special education/behavioral intervention
- Campus/district leadership experience

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

- Valid Texas Special Education certification
- Preferred: Principal Certification
- Communication Skills: Employees must have the ability to manage meeting facilitation and communicate with colleagues, students and parents regarding IEP services and support.
- Technology: Employee must utilize electronic system for creating IEPs.
- Knowledge of federal, state, local laws and regulations
- Knowledge of assessment and programming of students with disabilities.
- Knowledgeable of learning differences, interventions, and behavior requirements of students with disabilities.
- Excellent organizational, communication, and interpersonal skills
- Maintain emotional control under stress.
- Bilingual Skills: Preferred - Spanish

LEADERSHIP RESPONSIBILITIES

Strategic oversight for department and/or a major division or for the entire district.

Regularly provides project management, team leadership, and supervises staff. Using in-depth knowledge of multiple disciplines, identifies and evaluates high-impact issues, and provides strategy and direction to department.

WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice and feedback.

BUDGET AUTHORITY

Advises on budget development for department.

PROBLEM SOLVING

Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

IMPACT OF DECISIONS

Decisions have considerable impact to multiple divisions or the organization causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses. Errors are serious and difficult to discover, normally involve decisions not subject to detailed review and will result in excessive costs and/or significant project delays.

COMMUNICATION/INTERACTIONS

Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions include schools, non-school departments, central office, senior, and executive management.

CUSTOMER RELATIONSHIPS

Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor, and becomes involved in the customer's decision-making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems. Monitors customer service standards.

WORKING/ENVIRONMENTAL CONDITIONS

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements. Ability to carry and/or lift less than 15 pounds.

Houston Independent School District is an equal opportunity employer.