



Job Title: High School Special Education Department Chair (Supplemental Assignment)

Supervisor: School Principal

Terms of Employment: This is a supplemental assignment in addition to regular teaching duties and is compensated according to the district supplement schedule. The position is a one-year appointment made at the discretion of the principal and is not guaranteed from year to year.

Job Summary:

- Serves as a teacher leader responsible for ensuring high-quality instruction, compliance with special education laws and regulations, and coordinated support for students with disabilities.
- Strengthens instructional coherence across special education services and supports collaboration between general and special education staff to improve student outcomes.
- Provides positive and productive leadership aligned to the principal’s vision, builds teacher capacity, and ensures that all services, documentation, and instructional practices meet state and district expectations. This role is critical in supporting both student success and legal compliance.

Essential Duties

Instructional Leadership and Program Coordination

1. Provide leadership for special education services, ensuring alignment between instruction, Individualized Education Programs (IEPs), and student needs.
2. Support implementation of evidence-based instructional practices for students with disabilities.
3. Facilitate collaboration between general education and special education teachers to support inclusive practices and co-teaching models.
4. Lead monthly school-based special education meetings to address instructional priorities, compliance updates, and student needs.
5. Attend monthly district lead teacher meetings and ensure communication and implementation of district initiatives.
6. Ensure curriculum alignment to state standards and district expectations, with appropriate accommodations and modifications.

Compliance, Accountability and Student Outcomes

1. Provide compliance auditing and support to ensure adherence to federal, state, and district requirements (e.g., IEP timelines, documentation, service delivery, and progress monitoring).
2. Monitor development, implementation, and review of IEPs to ensure accuracy and alignment with student needs.
3. Support staff in maintaining compliant documentation and meeting required deadlines.
4. Assist in preparation for audits, reviews, and due process requirements as needed.

5. Monitor student progress toward IEP goals and graduation requirements.

Teacher Support and Professional Learning

1. Provide department leadership that fosters collaboration, accountability, and continuous improvement.
2. Provide coaching and support to new and at-risk teachers, including guidance on compliance, instruction, and case management.
3. Provide orientation and in-service training for new and current department personnel, including IEP processes, compliance expectations, and instructional strategies.
4. Support onboarding and mentoring to ensure staff effectiveness and retention.
5. Demonstrate positive and productive leadership aligned to the principal's vision.

Collaboration and Communication

1. Collect and relay feedback between the department and school administration, ensuring clear communication of needs, concerns, and updates.
2. Serve as a liaison between special education staff, administration, and district personnel.
3. Collaborate with counselors, MTSS teams, instructional coach, and related service providers to support student success.
4. Communicate effectively with staff and support coordinated efforts to meet student needs.

School Operations and Resource Management

1. Assist with supervision duties as assigned by the principal.
2. Support a safe, structured, and supportive learning environment for students with disabilities.
3. Maintain and monitor the department budget, ensuring alignment with student needs and program requirements.
4. Maintain inventory of specialized instructional materials and resources.
5. Ensure adherence to all district policies, procedures, and safety expectations.

Expectations

1. Maintain full instructional or caseload responsibilities while fulfilling supplemental leadership duties.
2. Participate in required meetings, including monthly district lead teacher meetings and school-based department meetings.
3. Collaborate closely with administration to align special education services with school improvement goals.
4. Uphold all district policies, legal requirements, and professional standards.
5. Perform additional related duties as assigned by the principal in support of student success and compliance.

Minimum Qualifications (Knowledge, Skills and Abilities Required)

1. Valid South Carolina teaching certification.
2. Minimum of three years of successful classroom teaching experience (preferred).
3. Demonstrated instructional expertise, particularly in literacy and/or core content areas.
4. Strong facilitation, communication, and organizational skills.
5. Ability to lead adult learning and build capacity among peers.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Ability to sit and stand for extended periods of time
- Manual dexterity for the purpose of using a telephone and data entry
- Read a computer screen and printed material with or without vision aids
- Hear and understand speech at normal levels and on the telephone
- Speak in audible tones so that others may understand clearly in person and on the telephone

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplement Amount: \$2,000.00

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

