**Houston Independent School District**  
*Job Description*

**POSITION TITLE:**  
Special Education Program Specialist (ES, MS, HS)  
**CONTRACT LENGTH:**  
11M/ 12M

**DATE:** 04/30/09  
**DATE OF LAST REVISION:** 08/16/17

**JOB CODE:** AC0613, AC0615  
**PAY GRADE:** 28  
**FLSA EXEMPTION STATUS:** E

**Job Family - Academics**

**JOB SUMMARY**  
Supports the work of the Senior Manager of Special Education Services assigned to campuses with the implementation of special education services. Serves as special education subject matter expert in the coordination and implementation of instructional, behavioral and/or compliance support for students with disabilities in accordance with district procedures, state, and federal laws. Collaborates with school personnel responsible for specific functions that support implementation of special education services.

**MAJOR DUTIES & RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>List most important duties first</th>
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<tbody>
<tr>
<td>1. Collaborates with other departments on developing procedures and practices to serve students with disabilities. Collaborates with central office, area office, and campus staff, to implement a districtwide continuum of instructional services and increase services in general education for students with disabilities. Delivers in-class support, model lessons, and coaching of best instructional practices to advance student achievement.</td>
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<tr>
<td>2. Develops and implements districtwide specialized staff training for special education teachers, support staff, administrators, and parents on effective instructional and behavioral strategies for students with disabilities. Develops and monitors districtwide special education services implementation, instructional materials, and supplemental curriculum materials.</td>
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<td>3. Collaborates with teachers, principals and area staff regarding special education services in schools on student placement and evaluation. Monitors systematic collection and analysis of student data to review achievement and evaluate effectiveness of districtwide instruction for students with disabilities.</td>
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<td>4. Monitors classroom instructions and behavior intervention via observations, walk-throughs, demonstrations, conferences and evaluations. Assists school leaders with creating systems to monitor compliance as needed.</td>
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<td>5. Serves as a resource to campus personnel in the selection of adaptive materials and equipment based on students’ Individualized Education Programs and consults with teachers.</td>
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<td>6. Performs other job-related duties as assigned.</td>
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# Houston Independent School District

## Job Description

**EDUCATION**
- Master's Degree

**WORK EXPERIENCE**
- 3 to 5 years

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**
- Microsoft Office
- Teacher Certification
- Office equipment (e.g., computer, copier)
- Special Education Certification

**LEADERSHIP RESPONSIBILITIES**
- No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**
- Work is substantially complex, varied and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department. Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities.

**BUDGET AUTHORITY**
- Analyzes and interprets data and figures.

**PROBLEM SOLVING**
- Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

**IMPACT OF DECISIONS**
- Decisions have minor, small and possibly incremental impact on the department or facility. Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of the organizational activities resulting in brief inconvenience.

**COMMUNICATION/INTERACTIONS**
- Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own and other departments.

**CUSTOMER RELATIONSHIPS**
- Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

**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.