**HOUSTON INDEPENDENT SCHOOL DISTRICT - JOB DESCRIPTION**

**POSITION TITLE:** Special Education Department Chairperson  
**REVISED:** 02/20/15

**JOB CODE:** Varies  
**SALARY GRADE:** RT1  
**CONTRACT LENGTH:** 10 Months

**IMMEDIATE SUPERVISOR:** Principal

**POSITION SUMMARY**
Under the leadership of the principal, and with support from the Office of Special Education Services, the Department Chairperson will perform duties/functions that ensure special education services are provided for students with disabilities in compliance with district, state, and federal requirements.

**ILLUSTRATIVE DUTIES:**
- Provides feedback to teachers regarding effective instruction and utilization of a variety of instructional/behavioral techniques and educational media
- Establishes and maintains open lines of communication with students, parents, and staff members
- Acts as liaison between administrators, campus departments, and staff to facilitate effective implementation of instructional and behavioral services for students with disabilities
- Attends Special Education Department Chair meetings
- Conducts regularly scheduled department meetings for special education staff on operating procedures/strategies for special education services
- Collaborates with campus administration to ensure teacher/staff compliance with documentation of services and district curriculum/initiatives
- Utilizes results-based accountability and data-driven decision making processes to assure that students with disabilities are making progress and graduating at a comparable rate as their non-disabled peers
- Follows procedures identified by the Office of Special Education Services to increase district performance levels on State Performance Plan (SPP) and Performance Based Monitoring Analysis System (PBMAS) indicators
- Provides leadership for collecting and reviewing campus transition data for submission to TEA (secondary)
- Coordinates with campus administration to compile information related to litigation for TEA or OSEP complaints
- Assists with the acquisition, distribution, and tracking of special education instructional materials/resources
- Performs other duties as assigned by the building principal

**POSITION REQUIREMENTS:**

**Education:**
- Must have a Bachelor’s degree from an accredited college or university; Master’s degree preferred.
- Must have Texas Teacher certification in Special Education.

**Experience:**
- Possess three or more years of exemplary teaching experience in special education with the most recent evaluation indicating performance exceeds expectation
- Demonstrate effective interpersonal skills and leadership abilities
- Demonstrate knowledge of special education federal, state, and local guidelines

**Other Requirements:**
- Possess appropriate computer knowledge and skills
- Possess the ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the school
- Possess the ability to perceive organizational implications of recommendations and decisions
- Possess the ability to establish and maintain effective working relationships with all levels of management, both internal and external to the department
• Possess the ability to acquire information regarding different subjects, analyze, select, and present information in an acceptable form
• Possess the ability to travel to schools throughout the district
• Ability to lift and carry up to 20 pounds, stoop, kneel, crouch, walk, drive (possess a valid Texas driver's license and applicable insurance) and or be mobile