



**JOB TITLE:** Facilitator, Academic Lead - Secondary  
**DATE REVISED:** June 25, 2025  
**REPORTS TO:** Campus Principal  
**DEPARTMENT/CAMPUS:** Assigned Campus  
**PAY GRADE/DUTY DAYS:** OPE, 198  
**FLSA:** Exempt

#### **JOB PURPOSE SUMMARY:**

This position is responsible for providing specialized instructional support and leadership to teachers and staff to enhance the academic performance of students with disabilities. This role involves developing and implementing instructional strategies, coaching educators, and ensuring compliance with special education laws and regulations.

#### **KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:**

##### **Instructional Support and Development:**

- Design and implement research-based instructional strategies tailored to the needs of students with disabilities.
- Coach and mentor teachers in the delivery of effective special education practices.
- Develop and adapt curriculum materials to accommodate diverse learning needs.
- Lead and support campus-wide PLCs and department meetings.

##### **Assessment and Data Analysis:**

- Assist in the administration of assessments to identify students' growth and areas of need.
- Analyze assessment data to inform instructional planning and intervention strategies.
- Monitor student progress and adjust instructional methods accordingly.

##### **Compliance and Program Management:**

- Ensure all special education programs comply with federal, state, and local regulations, including the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).
- Support the development and implementation of Individualized Education Programs (IEPs).
- Maintain accurate and comprehensive documentation for compliance and reporting purposes.

##### **Collaboration and Communication:**

- Collaborate with general education teachers, administrators, and other specialists to promote inclusive practices and support student success.
- Serve as a liaison between the special education department and school staff, facilitating effective communication and teamwork.
- Engage with parents and guardians to provide updates on student progress and involve them in the educational process.

##### **Professional Development:**

- Stay current with research, trends, and best practices in special education.
- Organize and lead professional development sessions and workshops for school staff.
- Mentor new special education teachers and staff to build their capacity and effectiveness.

**Compliance:**

1. Performs all duties and tasks in a manner consistent with all applicable policies, procedures, and practices within the Department and District, with all applicable local, state, and federal regulatory requirements, as well as with all applicable guidelines, standards, and requirements as set forth by governing bodies including, without limitation, Texas Health & Human Services, Texas Education Code, State Board of Education, Texas Education Agency, and Texas Association of School Boards.
2. Stays abreast of federal, state, District, and school regulations and policies applicable to the educational diagnostician field within special education, and ensures consistent compliance with such requirements.
3. Demonstrates applicable standards and practices of professional conduct and care in the performance of the job function.
4. Monitors respective work activity for variances and anomalies.
5. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
6. Participates, as assigned, in audits and in the preparation for audits, whether initiated internally or externally.
7. Adheres to all other district-wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

**General:**

8. Consistently demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
9. Attends campus and District meetings, as required.
10. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
11. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols, and standard practices.
12. Attends and participates in all required, or otherwise essential, continuing education activities necessary for maintaining an active certification status and remaining informed of best practice in special education and assessment.
13. Demonstrates proficient working knowledge and understanding of Microsoft Excel, Word, PowerPoint, and Outlook, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as database systems and applications relevant to the job function.
14. Performs other duties as assigned.

**MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS**

- Master's Degree in Education or related field
- Active, In Good Standing, and Duly Obtained Texas Teacher Certification
- Three years of experience working in a same or similar capacity; or
- An equivalent combination of education and work experience

**CORE KNOWLEDGE, SKILLS & ABILITIES:**

**Teamwork** - Working collaboratively with team members to achieve a goal.

**Active Listening** - Gives full attention to what other people are saying, takes time to understand the points being made, asks questions as appropriate, & does not interrupt at inappropriate times.

**Customer Service** - Demonstrates concerns for meeting internal and external customer needs, and in a manner that provides customer satisfaction within the available resources.

**Emotional Intelligence** - Understands and manages one's own emotions, as well as recognizes and influences the emotions of others.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

This position requires frequent sitting, walking, and standing for extended periods of time, as well as frequent reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard and mouse, viewing a computer screen monitor, and use of a telephone. This position will regularly require the ability to maintain emotional control during stressful situations. This position may require occasional to frequent lifting, carrying and/or moving of objects of up to 15 lbs or more.

**Facilitator - SPED - Academic Lead - Secondary**  
Job Description

The working environment consists of an indoor and climate-controlled setting the majority of the time with occasional exposure to an outdoor and non-climate controlled setting.

**EMPLOYEE ACKNOWLEDGEMENT:**

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

**Employee Printed Name:** \_\_\_\_\_ **Employee ID Number:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_