



JOB DESCRIPTION

SPECIAL EDUCATION INSTRUCTIONAL SPECIALIST

JOB TITLE: Special Education Instructional Specialist

WAGE/HOUR STATUS: Exempt

REPORTS TO: Director of Special Programs

TERMS: 12 Months

DEPARTMENT: Special Programs

PAY GRADE: Admin 4

Primary Purpose:

Under the direction of the Director of Special Programs, the **Special Education Instructional Specialist** will be responsible for developing and monitoring the implementation of the special education services and programs. The Specialist will provide coaching and support to classroom teachers to ensure continuous development of instructional skills among special education teachers.

QUALIFICATIONS: *The requirements listed below are representative of the knowledge, skill, and/or ability required.*

- Knowledge of instructional curriculum in the delivery of specially designed instruction to support special education teachers across the K-12 continuum;
- Knowledge of evidence-based instructional resources to support specially designed instruction for students with disabilities;
- Knowledge of curriculum documents, text resources, classroom materials, intervention implementation and classroom management for students with disabilities;
- Knowledge of the best practices for teaching students with disabilities and the ability to apply them to curriculum and classroom instruction;
- Knowledge of instructional accommodations and modifications for special education students taking state and district assessments for elementary and/or secondary students across the K-12 continuum;
- Possess knowledge and skills to review IEPs and records of students to assist the IEP team and school personnel in determining the most appropriate least restrictive environment to implement instructional programs and to provide guidance to school teams on implementing the IEP;



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SPECIAL EDUCATION INSTRUCTIONAL SPECIALIST

QUALIFICATIONS: CONTINUED

- Knowledge and skills to support coaching on IEP implementation, aligning classroom strategies, district wide curriculum, STAAR Framework, and specially designed instruction, as appropriate;
- Ability to effectively work with principals, specialists, and educators to implement and monitor the instructional program in diverse school settings; and
- Excellent planning, organizing, communications (oral and written), and human relations skills.

EDUCATION and/or EXPERIENCE REQUIREMENTS:

- Bachelor's degree from an accredited college or university in general and/or special education or related field required.
- A minimum of five (5) years of successful experience teaching in special education with a strong special education instructional and procedural background.
- Experience teaching in special education resource, inclusion and/or co-teaching classrooms with the ability to interpret data and evaluate instructional programs for special and general education.

CERTIFICATION REQUIREMENTS:

- Special Education or dual certification in General and Special Education

DUTIES and RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Provides direct coaching support and modeling to all K-12 classroom teachers in delivery of specially designed instruction, classroom materials, intervention implementation, and classroom management for all students with disabilities;
- Interprets and articulates special education regulations, policies and procedures to principals, educators, school personnel and parents to ensure compliance with federal and state mandates; provides strategies and monitors the general supervision of regulations and Individualized Education Programs (IEP) implementation;
- Reviews IEPs and records of students to assist the IEP teams and school personnel in determining the most appropriate least restrictive environment to implement instructional programs; provides guidance to school teams on implementing IEPs;



Longview Independent School District

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SPECIAL EDUCATION SPECIALIST

DUTIES and RESPONSIBILITIES: CONTINUED

- Assists in the development and delivery of systemic, area and school-level workshops on all K-12 curricular issues, specially designed instructions, teaching strategies, IEP development, modifications and accommodations, and behavior management in collaboration with district offices;
- Assists school teams with staffing for special education programs;
- Keeps abreast of the latest research, best practices, developments and techniques in the delivery of special education instruction;
- Conducts formal and informal observations of educators as needed;
- Oversee the special education instructional technology services;
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

No direct supervisory responsibilities.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name: _____

Signature: _____ Date: _____