

Job Title: Special Education Director**Exemption Statu:** Exempt**Reports to:** Superintendent**Revised:** 10.04.2025

Primary Purpose:

Coordinate and supervise the provision of itinerant special education services and centralized services for students in the member districts of the Shared Services Arrangement.

Qualifications:**Education/Certification:**

- Master's degree in Education from an accredited college or university
- Valid Texas teaching certificate with special education endorsement
- Current Texas drivers license

Special Knowledge/Skills

- Knowledge of research-based and current best practices in the evaluation and education of special education students
- Knowledge of federal, state and local regulations and current legal issues surrounding the provision of services to special education students
- Excellent organizational, communication, and interpersonal skills

Experience:

- Prefer minimum of five years teaching experience in special education
- Prefer minimum of two years in leadership position

Major Responsibilities and Duties:**Budget and Inventory**

- Develop and administer the approved budgets and ensure that funds are spent in accordance with the adopted budgets
- Maintain a current inventory of supplies and equipment and recommend the replacement and disposal of equipment when necessary.
- Oversee the completion of all budget/financial records, reports and forms as required by the management board, the fiscal agent and TEA
- Ensure adequate accounting procedures and records are maintained for audit purposes

Policy, Reports and Law

- Assume responsibility for confidentiality of special education student records
- Ensure implementation of the regulations established by federal and state law, Commissioner of Education rules and local operating guidelines in all areas of special education
- Compile, maintain and file all reports, records and other documents required by the management board, the fiscal agent and TEA

Instructional and Program Management

- Ensure that itinerant staff, superintendents, and campus level administrators are informed of changes in local special education operating guidelines, Commissioner's Rules, and state and federal law
- Encourage and support the development and implementation of effective instructional programs by member district's special education personnel
- Supervise and monitor the Child Find and admission, review and dismissal (ARD) process in all participating districts
- Allocate human and material resources based on evaluation of member district needs
- Involve employees in developing, maintaining, and revising operating guidelines based on systematic review and analysis of needs

Student Management

- Ensure that rules and procedures for the discipline of students with disabilities conform to state and federal laws and are effectively communicated to district personnel
- Establish and maintain open lines of communication with parents and/or students

Personnel Management

- Communicate department needs and concerns to district administration in a timely manner.
- Review and revise job descriptions in special education department
- Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal

Communication and Community Relations

- Serve as direct liaison to community agencies providing services to students and notify parents and students of available services
- Demonstrate openness and willingness to listen to parents and community members

General

- Act in a professional manner and maintain a professional attitude towards the public and colleagues
- Maintain confidentiality of sensitive information; adhere to chain of command
- Maintain professional appearance as appropriate for job responsibilities
- Observe professional and ethical standards, in accordance with generally accepted community standards and the Professional Code of Ethics
- Perform other duties as assigned by Superintendent

Supervisory Responsibilities:

- Supervise, evaluate, and recommend the hiring and firing of special education support staff

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent, prolonged and irregular hours. Occasional lifting and transporting of materials and/or students. Frequent districtwide travel; occasional statewide travel

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.

Reviewed by _____ Date _____

Received by _____ Date _____



© 2019 Texas Association of School Boards, Inc. All rights reserved.

Job Description—PONDER ISD

HR Services

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.

Reviewed by _____ Date _____

Received by _____ Date _____



© 2019 Texas Association of School Boards, Inc. All rights reserved.