



SEGUIN INDEPENDENT SCHOOL DISTRICT

Job Description

JOB TITLE: Special Education Instructional Specialist
REPORTS TO: Director of Special Education
DEPT/SCHOOL: Matador Special Services Dept.

WAGE/HOUR STATUS: Exempt
PAY GRADE: Professional (1)
DAYS EMPLOYED: 197
DATE REVISED: April 2025

PRIMARY PURPOSE:

The Special Education Specialist serves at the district level to provide expert guidance, instructional support, and compliance oversight to campus staff in the delivery of special education services. This role is designed to ensure that students with disabilities receive individualized, high-quality instruction aligned with their educational needs. The specialist collaborates with teachers, administrators, and families to develop effective Individualized Education Programs (IEPs), enhance instructional capacity, and promote student success across all campuses.

QUALIFICATIONS:

Education/Certification:

- ❖ Texas Teacher and Special Education Certificate
- ❖ Master's Degree in Special Education or a related field (preferred)

Special Knowledge/Skills:

- ❖ Thorough understanding of IDEA, Section 504, and state special education regulations
- ❖ Expertise in writing compliant IEPs, including PLAAFPs, goals, and accommodations
- ❖ Ability to analyze student data to guide instructional decisions and progress monitoring
- ❖ Knowledge of evidence-based instructional strategies for diverse learners
- ❖ Strong collaboration and coaching skills to support teachers and staff
- ❖ Skilled in facilitating ARD/IEP meetings and determining appropriate LRE placements
- ❖ Proficient in providing professional development and training to adult learners

Experience: Minimum of 5 years of Education teaching experience, with 3 years of experience in Special Education (preferred)

MAJOR RESPONSIBILITIES AND DUTIES:

- ❖ Support teachers in developing comprehensive IEPs, including well-aligned Present Levels of Academic Achievement and Functional Performance (PLAAFPs), measurable annual goals, and appropriate accommodations and modifications.
- ❖ Assist in determining the Least Restrictive Environment (LRE) for students based on individual needs, data, and team input.
- ❖ Provide instructional strategies, intervention support, and curriculum adaptations that align with students' IEP goals and support access to the general education curriculum.
- ❖ Deliver professional development, coaching, and ongoing training to general and special education teachers on best practices in instruction, compliance, behavior management, and

- progress monitoring.
- ❖ Collaborate with teachers to collect and analyze student data to inform instructional decisions and determine appropriate next steps for academic or behavioral interventions.
- ❖ Participate in Admission, Review, and Dismissal (ARD) meetings as needed to ensure compliance with state and federal regulations and advocate for appropriate support and services.
- ❖ Act as a liaison between the district, campuses, service providers, and families to ensure coordination and continuity of services.
- ❖ Ability to advocate for both teacher and student needs in instructional and systemic decision-making
- ❖ Maintain thorough documentation and assist in audits, reviews, and program evaluations to ensure legal compliance and continuous improvement.

WORKING CONDITIONS:

Mental Demands:

1. Strong verbal and written communication skills
2. Ability to interpret and apply policies, procedures, and data
3. Maintains emotional composure in high-stress situations
4. Effective problem-solving and critical thinking abilities
5. Demonstrates collaboration and teamwork with colleagues
6. Capable of managing multiple tasks and projects within deadlines
7. Maintains professionalism in interactions with students, parents, staff, and community members

Physical Demands/Environment Factors:

1. Ability to travel to all campuses within the school district
2. Willingness to work prolonged and irregular hours as needed
3. Ability to transport materials and supplies for staff development and teacher support sessions
4. Ability to safely de-escalate physical behaviors using program-approved techniques
5. Must be capable of performing moderate physical activity, including:
 - a. Grasping and handling materials
 - b. Bending at the waist and knees
 - c. Demonstrating full range of motion in arms and legs
 - d. Lowering 30-50 lbs to the ground
 - e. Independently getting up and down from the floor

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by _____ Date _____

Employee Signature _____ Date Received _____