

# Western Red River Shared Services Arrangement

## **Job Title: Director of Special Education/Diagnostician**

### **Primary Purpose:**

Direct the district's special education program to ensure provision of needed services for special needs students. Work to provide individualized education programs to meet the needs of all students and ensure compliance with all state, federal and local requirements. Implement the special education appraisal process. Assess the educational, learning styles and program needs of students referred to special education services. Provide diagnostic information and work cooperatively with instructional personnel to provide the most appropriate programs for students with disabilities.

### **Qualifications:**

#### **Education/Certification:**

- Master's degree in educational assessment
- Valid Texas teaching certificate
- Valid Texas educational diagnostician certificate

#### **Special Knowledge/Skills:**

- Knowledge of federal and state law
- Understanding of the individual needs of special needs students
- Ability to communicate with all levels of special needs students and their parents
- Ability to interpret policy, procedures, and data
- Ability to manage budget and personnel
- Ability to coordinate district function
- Strong organizational, communication, and interpersonal skills
- Knowledge of diagnostic procedures, education of special education students, human development, and learning theories

### **Experience:**

Five years teaching experience and three years Diagnostician experience.

### **Major Responsibilities and Duties/Director**

#### **Instructional and Program Management**

1. Direct and manage special education program and services to meet students' needs.

2. Ensure that student progress is evaluated on a systematic basis, and that the findings are used to make special education program more effective.
3. Ensure the use of technology in the teaching-learning process.
4. Encourage and support the development of innovative instructional programs, helping teachers to pilot such efforts when appropriate.
5. Plan the necessary time, resources, and materials to support subordinated in accomplishing educational goals.
6. Manage the special education referral process; arrange for or conduct student assessments; make recommendations regarding placement and program management for individual students.
7. Supervise and monitor the admission, review and dismissal (ARD) process Shared Service wide.
8. Participate in committee meetings to ensure the appropriate placement and development of individual education plans for students according to the Shared Services procedures.
9. Supervise transition services for special education students entering and exiting public school programs.
10. Provide leadership in the formulation and implementation of contracts for special education student receiving services outside of the district.
11. Obtain and use evaluative findings (including student achievement data) to gauge special education program effectiveness.
12. Serve as resource person in the design and equipping of facilities for students with disabilities.
13. Ensure that curriculum renewal is continuous and responsive to student needs.

### **Student Management**

14. Demonstrate support for the district's student management policies and expected student behavior related to special education program.
15. Establish and maintain open lines of communication by conducting conferences with parents, students, and teachers concerning vital issues.

### **Policy, Reports and Law**

16. Recommend sound policies to improve program
17. Implement the policies established by federal and state law, State Board of Education rule and local board policy in the area of special education.
18. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

### **Budget and Inventory**

19. Administer the special education department budget and ensure that programs are cost effective and funds are managed prudently.
20. Compile budgets and cost estimates based on documented program needs.
21. Maintain a current inventory of supplies and equipment and recommend the replacement and disposal of equipment when necessary.
22. Approve and forward purchase orders for special education department to accounting department.

### **Personnel Management**

23. Prepare, review and revise job descriptions in special education department
24. Develop training options and/or improvements plans to ensure exemplary operations in the special education area.
25. Evaluate job performance of employees to ensure effectiveness.
26. Participate in the recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline and dismissal.

### **Communication and Community Relations**

27. Serve as district liaison to community agencies providing services to students and notify parents and students of available services.
28. Participate in profession organizations and serve on community boards.
29. Articulate the district's/SSA's mission and goals in the area of special education to the community and solicit its support in realizing the mission
30. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
31. Use appropriate and effective techniques to encourage community and parent involvement.

### **Major Responsibilities and Duties/Diagnostician:**

#### **Assessment:**

1. Receive student referrals and implement the appraisal process.

2. Select and administer formal and informal assessments to determine student eligibility for special education services according to federal and Texas Education Agency regulations
3. Collect, and organize relevant assessment data from student's cumulative folder, classroom teacher(s), principal, support staff, parents and outside resource people.
4. Conduct classroom observation and personal interviews.
5. Participate in the Admission, Review and Dismissal (ARD) Committee to assist with interpretation of assessment data, appropriate placement and development of Individual Education Programs (IEP) for students according to district procedures.

### **Consultation**

6. Provide staff development training in assigned schools to assist school personnel in identification and understanding of students with disabilities.
7. Assist classroom teachers with implementation of IEP.
8. Consult parents concerning the educational needs of students and interpretation of assessment data.
9. Consult parents, teachers, administrators, and other relevant individuals to enhance their work with students.

### **Program Management**

10. Develop and maintain effective and individual and group relationships with students and parents.
11. Assist in the selection of assessment materials and equipment
12. Develop and coordinate a continuing evaluation of the assessment program and make changes based on findings.
13. Compile, maintain, and file all reports, records and other documents required
14. Comply with policies established by federal and state laws, State Board of Education rules, and local board policy in the areas of assessment, placement, and planning for special education services.
15. Comply with all district and local campus routines and regulations.
16. Participate in professional development activities to improve skills related to job assignment

### **Communication:**

17. Maintain a positive and effective relationship with supervisors.

18. Effectively communicate with colleagues, students and parents.

Supervisory Responsibilities:

Supervise and evaluate the performance of special education staff.

**Working Conditions:**

Maintain emotional control under stress. Frequent SSA wide travel and occasional statewide travel; occasional prolonged and irregular hours.

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

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_