

# Dumas ISD Special Services Director Job Description

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**Job Title:** Special Services Director

**Wage/Hour Status:** Exempt

**Reports to:** Assistant Superintendent

**Pay Grade:** 13

**Dept./School:** Special Education

**Date Revised:** 7/22/2014

**Primary Purpose:**

Direct the district's special education program to ensure provision of needed services for special needs students. Work to provide individualized education plans to meet the needs of all students and ensure compliance with all state, federal, and local requirements.

**Qualifications:**

**Education/Certification:**

Master's degree or working towards the completion of a Masters degree.

**Special Knowledge/Skills:**

Knowledge of federal and state special education 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 implement policy and procedures

Ability to interpret data

Ability to manage budget and personnel

Ability to coordinate district function

Strong organizational, communication, and interpersonal skills

Ability to organize and coordinate district-wide program

Familiarity with federal and special program rules and regulations

**Experience:**

Five years teaching experience

**Major Responsibilities and Duties:**

**Instructional and Program Management**

1. Oversee and direct the following programs: Dyslexia, DIP, and 504
2. Direct and manage special education programs and services to meet students' needs.
3. Ensure that student progress is evaluated on a systematic basis, and that the findings are used to make special education program more effective.
4. Ensure the use of technology in the teaching-learning process.



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5. Encourage and support the development of innovative instructional programs, helping teachers to pilot such efforts when appropriate.
6. Plan the necessary time, resources, and materials to support subordinates in accomplishing educational goals.
7. Manage the special education referral process; arrange for or conduct student assessments; make recommendations regarding placement and program management for individual students.
8. Supervise and monitor the admission, review, and dismissal (ARD) process district wide.
9. Participate in committee meetings to ensure the appropriate placement and development of individual education plans for students according to district procedures.
10. Supervise transition services for special education students entering and exiting public school programs.
11. Provide leadership in the formulation and implementation of contracts for special education students receiving services outside of the district.
12. Obtain and use evaluative findings (including student achievement data) to gauge special education program effectiveness.
13. Serve as resource person in the design and equipping of facilities for students with disabilities.
14. Ensure that curriculum renewal is continuous and responsive to student needs.
15. Evaluate all federal legislation, projects, and programs for grant, entitlement, and allocation opportunities relevant to the needs of the district.
16. Inform superintendent or other administration of the effects of current and impending legislation.

**Consultation**

17. Consult with administrators, counselors, teachers, community agencies, and other relevant individuals regarding federal/special programs.

**Budget and Inventory**

18. Ensure that programs are cost effective and that special programs are managed wisely.

**Student Management**

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

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

21. Recommend sound policies to improve program.
22. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in area of special education.
23. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including required financial reports to TEA.
24. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

#### **Budget and Inventory**

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

#### **Personnel Management**

29. Prepare, review, and revise job descriptions in special education department.
30. Develop training options and/or improvement plans to ensure exemplary operations in the special education area.
31. Evaluate job performance of employees to ensure effectiveness.
32. 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**

33. Serve as district liaison to community agencies providing services to students and notify parents and students of available services.
34. Participate in professional organizations and serve on community boards.
35. Articulate the district's mission and goals in the area of special education to the community and solicit its support in realizing the mission.
36. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
37. Use appropriate and effective techniques to encourage community and parent involvement.



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**Supervisory Responsibilities:**

Supervise and evaluate the performance of special education teachers, aides, and support staff.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

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

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The foregoing statements describe 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 \_\_\_\_\_

