
Job Title	Director SPED Instructional Services	Job Title Code	115622
Reports to	Assistant Superintendent Specialized Learning Services	Wage/Hour Status	Exempt
Dept/School	SPED Instructional Services	Pay Grade	108
		Date Revised	March 7, 2025

Primary Purpose

Assist in developing educational programs; plan for staff development and instruction services for students with disabilities, to assure students with disabilities have access to the general curriculum and are afforded instruction in the least restrictive environment.

Education/Certification

- Master's Degree
- Valid Texas Teaching Certification
- Valid Special Education Certification
- Valid Mid-Management or Texas Principal Certification (Preferred)

Special Knowledge/Skills

- Knowledge of District organization, operations, and administrative policies
- Knowledge of federal and state regulations regarding special education
- Knowledge of budget development and management
- Excellent organization, communication, public relations, and interpersonal skills
- Ability to establish and maintain effective working relationships with district employees within the organization levels and with the public
- Ability to use personal computer and software
- Proficient in grammar, word processing, and business communication
- Demonstrated leadership ability in working with administrators, teachers, students, parents, and the public
- Knowledge in planning, design, development, implementation, and assessment of instruction programs for students with disabilities
- Strong organizational, communication, and interpersonal skills

Experience

- Three (3) years teaching experience
- Three (3) years administrative experience in campus level administration or central office administrative

Major Responsibilities and Duties

1. Ensure compliance with state and federal laws and regulations and local policy regarding IDEIA, SHARS/MAC billing and reimbursement.
2. Provide support to Associate Superintendent in auditing SHARS/MAC billing and reimbursement.
3. Assist in the development and monitoring of District and department plans.
4. Implement systems for compliance reviews.
5. Communicate department initiatives to stakeholders.
6. Collaborate with other departments, campuses, vendors, and agencies to ensure timely and accurate billing in accordance with current regulations.
7. Supervise development and implementation of staff development related to budget, billing and reimbursement.
8. Perform other duties as assigned by supervisor.

Instructional and Program Management

9. Provide leadership in curriculum, and instructional strategies related to students with disabilities in grades PPCD-12.
10. Assist in the development, implementation, monitoring, and evaluation of special education programs and services.
11. Assist in the coordination of staff development activities.
12. Keep abreast of the latest research and trends within special education.
13. Ensure appropriate fiscal management of special education services programs.
14. Assist facilities in meeting minimum standards for physical facilities regarding special needs students.
15. Assist in the development and implementation of policies and administrative procedures for special education, and monitoring district compliance.
16. Communicate federal and state requirements to administrators, staff, parents, and community.

Communication and Community Relations

17. Serve as a liaison between regular education programs and special education programs.
18. Communicate to special education Instructional Support Specialists, collaborate the instructional, and
19. staff development goals for students with disabilities.
20. Provide technical assistance to campuses regarding implementation of TEA required special education forms.
21. Assist in facilitating interagency coordination in the area of special education.
22. Represent the district within the community.

Policy, Reports and Law

23. Keep abreast of the Individual with Disabilities Education Improvement Act (IDEIA).
24. Keep abreast of the Legal Framework.

Budget and Inventory

25. Review to ensure that the department strategies are aligned to the district's goals and objectives.
26. Approve the purchase expenditures as outlined in the district improvement plan.

Personnel Management

27. Supervise and monitor schedules/work assignments of assigned personnel.
28. Develop and maintain positive staff morale.
29. Define job performance expectations of subordinate staff, evaluate job performance, conduct
30. conferences, and develop training options and improvement plans to ensure the best operation.
31. Interview, counsel, and recommend hiring subordinate employees.

School/Community Relations

32. Interact with and provide information to staff and the community regarding special education programs.
33. Promote a culture of high expectations for the staff and students.

Professional Growth and Development

34. Participate in professional growth activities and stay abreast on IDEIA, SHARS/MAC, and other local
35. state and federal regulations regarding special education.
36. Attend required staff development.
37. Stay abreast of the latest research trends and collaborate with K-12 Curriculum and Instruction.
38. Participate in professional development activities on a continuing basis.
39. Provide leadership in professional growth of Instructional Support Specialists.

Accounting/Payroll

40. Supervise the Special Education grant management, including the development of line-item program budgets.
41. Monitor, control, and track the department's purchases of contracted services, equipment, technology,



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- 42. capital outlay, and other purchases as required for strict federal grant compliance.
- 43. Oversee the implementation and expenditures of State, Federal, and local Special Education funds, to ensure adherence with strict state and federal grant guidelines, as well as district guidelines.
- 44. Conduct audits of department accounts to ensure compliance with state and federal requirements and serve as liaison with internal and external auditors.
- 45. Keep abreast of all budget-related federal, state, and local laws and regulations affecting the Special Education Department and disseminate this information to appropriate department and district personnel.

Supervisory Responsibilities

Supervise assigned personnel

Equipment Used

Personal computer, printer, fax machine, copier, typewriter, adding machine, and calculator

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Work with frequent interruptions; maintain emotional control under stress; frequent prolonged and irregular hours; repetitive hand motions, prolonged use of computer; may be required to do in-district travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

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: _____
 Job Title: _____
 Date: _____

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 Job Title: _____
 Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica



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prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.