

Job Title: Director Special Education Support Services **Wage/Hour Status:** Exempt
Reports to: Executive Director Specialized Learning Services **Pay Grade:** 108
Dept./School: Special Education Support Services **Date Revised:** April 13, 2023

Primary Purpose

Direct and coordinate administrative services to ensure efficient operation of the Special Education program. Ensure compliance with state and federal laws and regulations and local policy regarding IDEIA/SHARS/MAC billing and reimbursement, data integrity, budget administration, and compliance reviews, including special education records and IEP implementation.

Qualifications

Education/Certification/Experience

Masters' Degree
Valid Mid-Management or Texas Principal Certification

Special Knowledge/Skills

- Knowledge of District organization, operations, and administrative policies
- Knowledge of federal and state regulations in regard to 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

Major Responsibilities and Duties

1. Ensure compliance with state and federal laws and regulations and local policy regard to 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 insure 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.

Personnel Management

1. Supervise and monitor schedules/work assignments of assigned personnel.
2. Develop and maintain positive staff morale.
3. Define job performance expectations of subordinate staff, evaluate job performance, conduct conferences, and develop training options and improvement plans to ensure the best operation.
4. Interview, counsel, and recommend for hire, subordinate employees.

School/Community Relations

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

Professional Growth and Development

7. Participate in professional growth activities and stay abreast on IDEIA, SHARS/MAC, and other local state and federal regulations regarding special education.
8. Attend required staff development.

Accounting/Payroll

9. Supervise the Special Education grant management, including the development of line-item program budgets.
10. Monitor, control, and track the department's purchases of contracted services, equipment, technology, capital outlay, and other purchases as required for strict federal grant compliance.
11. 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.
12. Serve as key reporting and compliance liaison with internal and external auditors. Conduct audits of department accounts to ensure compliance with state and federal requirements.
13. 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 Managers

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: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me 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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.