

Job Title:	Director Special Education Evaluation Services	Wage/Hour Status:	Exempt
Reports to:	Chief Academic Officer	Pay Grade:	108
Dept/School:	Special Education Evaluation Services	Date Revised:	April 11, 2023

Primary Purpose

Assist the Associate Superintendent for Special Populations in communicating these requirements to administrators, staff, parents and community.

Qualifications**Education/Certification**

Master's Degree
Valid Texas Mid-Management Certificate

Special Knowledge/Skills

- Excellent organizational, communication, public relations and interpersonal skills
- Ability to operate computer and software applications

Experience

Five (5) years experience as a school principal or school district administrator
Two (2) years working experience with AYP framework of NCLB

Major Responsibilities and Duties**Instructional and Program Management**

1. Assist in the development, implementation, monitoring, and evaluation of special education services
2. Assist in coordination of staff development activities.
3. Ensure appropriate fiscal management of special education services programs.
4. Assist facilities in meeting minimum standards for physical facilities regarding special needs students.
5. Assist in the development and implementation of policies and administrative procedures for special education, and in monitoring district compliance.
6. Keep abreast of the latest research and trends within special education.
7. Perform other assigned duties as may be required by the Associate Superintendent.

Communication and Community Relations

8. Serve as a liaison between regular education programs and special education programs.
9. Provide technical assistance to campuses regarding implementation of TEA required special education forms.
10. Assist in facilitating interagency coordination in the area of special education.
11. Represent the District within the community.

Supervisory Responsibilities

Supervise special education Boeing Center staff; serve as an independent evaluator of school-based staff if necessary; assist the Division Associate Superintendents in assessment of Principal performance to special education program compliance.

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; occasional prolonged and irregular hours; occasional district-wide and out of city travel.

Terms of Employment

226 days; salary as 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: _____

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.