

# VILLAGE TECH SCHOOLS

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## **JOB DESCRIPTION** **Special Services Director**

**Job Title:** Special Services Director

**Wage/Hour Status:** Exempt

**Reports to:** Assistant Superintendent

**Pay Grade:** Negotiated

**Dept./School:** Assigned Campus

**Date Revised:** August 2016

**Work Days:** 226

### **Primary Purpose:**

Support the Village Tech students who are enrolled in the ESL, 504 or Special Education program due to educational need. Support the teacher's role by guiding the classroom instruction through IEPs, accommodations, student supports and teacher trainings for students receiving services in ESL, 504 or Special Education. The Special Services Coordinator reports progress of students to state and federal agencies.

### **Qualifications:**

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

Bachelor's degree (in Education preferred) from accredited university  
Valid Texas teaching certificate  
Special Education certificate a plus

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

- General knowledge of curriculum and instruction
- High level of knowledge regarding developing special education issues such as federal and local special education policy
- Strong organizational, communication (verbal/written), and interpersonal skills
- Ability to instruct students

#### **Experience:**

Two years minimum teaching experience required

### **Major Responsibilities and Duties:**

- Assist in planning and monitoring special service budgets and expenditures as established for special education
- Assist Village Tech Schools' Campus Directors in the screening, interviewing and assignment of special education personnel
- Respond promptly to all parent requests for documents, meetings and evaluations
- Prepare for, attend, and facilitate meetings related to student performance, evaluation and progress
- Assist colleagues in completing necessary meeting materials, such as drafting IEPs and evaluations, in a timely manner

- Ensure appropriate delivery of both special education instruction and related services as stipulated on IEPs/504 plans
- Assist classroom teachers with the development of Behavior Intervention Plans (BIP) and Functional Behavior Assessments (FBA)
- Maintain student files (paper and electronic) in ESPED or E-STAR Management System to school and TEA standards
- Ensure compliance by the school with all local and federal laws and regulations relating to students with IEPs/504 plans and students referred to special education
- Oversee/manage a caseload of special education students and the implementation of their IEP/504 plans in pull-out and inclusive settings
- Monitor data collection for SPED management system
- Support school staff in providing effective student interventions based on IEP data and ARDC (ARD Committee) recommendations
- Provide professional development to school staff regarding research-based best practices in special education
- Act as liaison between the school and various service agencies within the local area
- Participate in local, regional, and state meetings as necessary
- Provide direct supervision and management of staff and related service providers
- Oversee coaches working directly with students receiving 504 or special education services
- Ensure appropriate delivery of both special education instruction and related services as stipulated on IEPs/504 plans
- Ensure that services provided by contractual personnel are of high quality, provided in the least restrictive environment (LRE) and are aligned with students' IEPs/504 plans
- Communicate to parents and guardians the special education process including process for referrals, evaluations, annual IEPs/504 plans, and the re-evaluations, as well as parental rights granted by IDEA (Individuals with Disabilities Education Act)
- Facilitate IEP meetings
- Write IEPs/504 plans that are developmentally appropriate, curriculum/standards based, strength based, and relevant to the individual for all students identified with a disability
- Complete all documents and reports in a timely manner (according to state, local and school policies and procedures)
- Coordinate with Village Tech staff to complete quarterly IEP progress reports and provide quarterly IEP progress reports to parents/guardians
- Maintain student files (paper and electronic) according to school and Texas Educational Agency (TEA) standards
- Maintain school tracking and data system that includes student information related to IEPs, services, service hours, evaluations, SPED/504 referrals, time lines in which evaluations were completed and discipline incidents documented
- Gather and report data for all reporting requirements concerning students with IEPs/504 plans and other required reports to TEA
- Maintain a high level of knowledge regarding developing special education issues such as changes in federal and local special education policy
- Establish and maintain communication with parents of students in the program
- Oversee, monitor and actively participate in weekly special services enrichment program for students receiving SPED or 504 services
- Maintain, audit and inventory, on an ongoing basis, all items purchased with SPED funds

## Communication

- Maintain a professional relationship with colleagues, students, parents, and community members
- Use effective communication skills to present information accurately and clearly both in written and verbal forms

## Professional Growth and Development

- Participate in staff development activities to improve job-related skills
- Keep informed of and comply with state, district, and school regulations and policies
- Attend and participate in faculty meetings

## Other

- Other duties as assigned by Assistant Superintendent

## Supervisory Responsibilities:

Supervise assigned instructional aides

## Working Conditions:

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

Maintain emotional control under stress. Maintain a positive attitude and display the School's core values even in difficult situations and with difficult personalities.

Employment with Village Tech Schools shall be at-will unless a term of employment is expressly stated in a written contract. **At-will employment means that an employee may be terminated with or without cause, with or without prior notice, at any time, for any reason or for no reason. Similarly, employment with Village Tech Schools is voluntarily entered into, and employees are free to resign at any time, with or without cause or notice.**

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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 \_\_\_\_\_

(Supervisor signature)

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

Date \_\_\_\_\_

(Employee signature)

*Village Tech Schools considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*