Chief of Special Education

Human Resources Department

Updated 5/31/2018

Print Name: _______________________________        Date: _____/_____/_____

Job Title: Chief of Special Education        Wage/Hour Status: Exempt

Reports to: Chief Academic Officer        Pay Grade: As set by LISD Board of Trustees

Dept. /School: Lancaster ISD

Primary Purpose:
Under direction of the Chief Academic Officer, coordinates, organizes, maintains, administers, evaluates, and provides leadership to the Special Education Department. Ensures compliance with all laws governing Special Education. Ensures effective and efficient operation of the Special Education Department.

Qualifications:
Education/Certification
Master’s degree from an accredited college or university (preferred)

Special Knowledge/Skills
- Strong consultation skills for conferencing with teachers, parents, and students
- Excellent organizational, communication, and interpersonal skills
- Knowledge of 504, Special Education Law, Dyslexia, Response to Intervention, Admissions Review and Dismissal (ARD) process.

Experience
- 5 years of classroom experience (preferred)
- 3 years administrative experience (preferred)

Major Responsibilities and Duties:
Leadership of the Educational Community
1. Serve as an advocate for all students.
2. Model and promote the highest standard of conduct, ethical principles, and integrity in decision-making, actions, and behaviors.
4. Apply knowledge of ethical issues affecting education.
5. Apply laws, policies, and procedures in a fair and reasonable manner.
6. Interact with other district staff and students in a professional manner.

Evidence of competency specific to job assignment
1. Establish and support a district culture that promotes learning high expectations and academic rigor for self, students, and staff.
2. Facilitate the development and implementation of a shared vision that focuses on teaching and learning.
3. Implement strategies for involving all stakeholders in planning processes and for facilitating planning between constituencies.
4. Use formal and informal techniques to monitor and assess district/school climate for effective, responsive decision-making.
5. Institute procedures for monitoring the accomplishments of district goals and objectives to achieve the district’s vision.
6. Facilitate the development, use, and allocation of all available resources, including human resources, to support implementation of the district’s vision and goals.
7. Recognize and celebrate contributions of staff and community toward realization of the district’s vision.
8. Maintain awareness of emerging issues and trends affecting public education and communicate their significance to the local educational community.
9. Encourage and model innovative thinking and risk taking and view problems as learning opportunities.
10. Promote multicultural awareness, gender sensitivity, and the appreciation of diversity in the educational community.
11. Serve as an articulate spokesperson for the importance of public education in a free democratic society.
12. Provides recommendations, information, support, and assistance to teachers, administrators, parents, and students.
13. Implement effective strategies for systematically communicating with and gathering input from all stakeholders in the district.
14. Serve as a resource person to students and staff members.
15. Communicate and work effectively with diverse social, cultural, ethnic, and racial groups in the district or community so that all students receive appropriate resources and instructional support to ensure educational success.
16. Articulate the district’s vision and priorities to the community and to the media.
17. Use effective and forceful writing, speaking, and active listening skills.
18. Use legal guidelines to protect the rights of students and staff and to improve learning opportunities.
19. Prepare and recommend district policies to improve student learning and district performance in compliance with state and federal requirements.
20. Comply with state, district, and school regulations and policies for school district professional staff.

**Instructional Leadership**

1. Facilitate effective curricular decision making based on an understanding of pedagogy, curriculum design, cognitive development, learning processes, and child and adolescent growth and development.
2. Implement planning procedures to develop curricula that achieve optimal student learning and that anticipate and respond to current trends.
3. Implement core curriculum design and delivery systems to ensure instructional quality and continuity across the district.
4. Develop and implement collaborative processes for systematically assessing and renewing the curriculum to meet the needs of all students and ensure appropriate scope, sequence, content, and alignment.
5. Use assessment to measure student learning and diagnose students’ needs to ensure educational accountability.
6. Evaluate district curricula and provide direction for improving curricula based on sound, research-based practices.
7. Integrate the use of technology, telecommunications, and information systems into the school district curriculum to enhance learning for all students.
8. Facilitate the use of creative thinking, critical thinking, and problem solving by staff and other school district stakeholders involved in curriculum design and delivery.
9. Facilitate the effective coordination of district and campus curricular and extracurricular programs.
10. Facilitate the implementation of sound, research-based theories and techniques of classroom management, student discipline, and school safety to ensure a school district environment conducive to learning.
11. Facilitate the development of a learning organization that encourages educational excellence, supports instructional improvement, and incorporates best practice.
12. Facilitate the ongoing study of current best practice and relevant research and encourage the application of this knowledge to district/school improvement initiatives.
13. Plan and manage student services and activity programs to address developmental, scholastic, social, emotional, cultural, physical, and leadership needs.
14. Establish a comprehensive school district program of student assessment, interpretation of data, and reporting of state and national data results.
15. Apply knowledge of special programs to ensure that students with special needs are provided with appropriate resources and effective, flexible instructional programs and services.
16. Analyze the implications of various organizational factors (staffing patterns, class-scheduling formats, school organizational structure, and student discipline practices) for teaching and learning.
17. Develop, implement, and evaluate change processes to improve student and adult learning and the climate for learning.
18. Ensure responsiveness to diverse sociological, linguistic, cultural, psychological, and other factors that may affect student development and learning and create an environment in which all students can learn.

Administrative Leadership
1. Enhance teaching, learning by participation in quality professional development activities, studying current professional development activities, and studying current professional literature and research.
2. Develop, implement, and evaluate a comprehensive professional development plan to address identified areas of district, campus, and/or staff need.
3. Work collaboratively with other district personnel to plan, implement, and evaluate professional growth programs.
4. Deliver effective presentations and facilitate learning for both small and large groups.
5. Implement effective strategies for the recruitment, selection, induction, development, evaluation, and promotion of staff.
6. Apply procedures for effective budget planning and management.
7. Work collaboratively with stakeholders to develop district budgets.
8. Facilitate effective account auditing and monitoring.
9. Establish department procedures for accurate and effective purchasing and financial record keeping and reporting.
10. Acquire, allocate, and manage resources according to district vision and priorities, including obtaining and using funding from various sources.
11. Apply knowledge of legal requirements associated with personnel management, including requirements relating to recruiting, screening, selecting, evaluating, disciplining, reassigning, and dismissing personnel.
12. Manage one’s own time and the time of others to maximize attainment of district goals.
13. Apply pertinent legal concepts, regulations, and codes.
15. Frame, analyze, and resolve problems using appropriate problem-solving techniques and decision-making skills.
16. Use strategies for working with others, including the board of trustees, to promote collaborative decision-making and problem solving, facilitate team building, and develop consensus.
17. Other duties as assigned

Supervisory Responsibilities
18. Oversee Dyslexia, Bilingual program coordinator, Special Education Coordinators, Diagnosticians and Licensed Specialist in School Psychology.
Lancaster ISD Job Descriptions
Human Resources Department

Chief of Special Education

Updated 5/31/2018

Working Conditions:
Mental Demands/Physical Demands/Environmental Factors
Maintain emotional control under stress
Occasional prolonged and irregular hours

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.

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