



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Assistant Director of Special Education

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 206

**REPORTS TO:** Director of Special Education

**DATE REVISED:** 12/06

### **PRIMARY PURPOSE:**

- The role of the Assistant Director of Special Education is to help facilitate and implement the district's instructional program, in a manner, which is consistent with Board Policy and in accordance with statutes and standards of regulatory agencies, and in accordance with administrative directives. He or she shall interact effectively with each component of the education setting to create an environment which is conducive to learning and which provides opportunities, strengthens areas of weaknesses, and extends positive values.

### **QUALIFICATIONS:**

- Master's degree
- Mid- Management Certification with special education endorsement, per Texas Education Agency
- Certified Teacher Appraiser

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **ROLE 1: INSTRUCTIONAL MANAGEMENT**

1. Ensures, through lesson plans and grade book monitoring, that instruction is appropriately paced for student mastery and success.

2. Visits regularly in classrooms for evaluations of instruction, instructional techniques, and programs.
3. Is knowledgeable of student failures and provides alternatives with tutorials and remediation opportunities.
4. Assists in diagnosing student needs to adjust the instructional program to ensure acceleration, extension or remediation appropriate to all students.
5. Remains current on rules and regulations, special programs, and professional practices.
6. Facilitates the use of technology in the teaching-learning process.
7. Supervises classroom instruction to promote an effective learning climate appropriate to planned learning objectives.

#### **ROLE 2: SCHOOL/ORGANIZATIONAL CLIMATE**

8. Provides for two-way communication channel with principals, teachers, staff, parents, and community.
9. Demonstrates skill in conflict resolution with administrators, parents, teachers, staff and community when appropriate.
10. Provides school and staff with needed materials, equipment, etc. in a timely manner.
11. Adheres to Professional Ethical Standards and professional channels in relationships and communications with students, parents, peers, and support personnel.

#### **ROLE 3: SCHOOL/ORGANIZATION IMPROVEMENT**

12. Serves as a resource person to teachers on classroom management.
13. Orientates staff on discipline standards and classroom management.
14. Ensures parent/teacher conferences and notification regarding student failures, STAAR non-mastery, and discipline problems.
15. Oversees assigned special education assessment and planning activities.
16. Provides on-going monitoring of special education program activities and services.
17. Recommends and outlines assigned special education priorities and needs of the district.

#### **ROLE 4: PERSONNEL MANAGEMENT**

18. Assists in personnel appraisals and instructional program evaluations as directed.
19. Participates in the selection of personnel and orients new personnel to campus procedures.
20. Assists, as appropriate, with the Texas Teacher Appraisal System.
21. Provides input to the Director of Special Education regarding staffing needs.

#### **ROLE 5: ADMINISTRATION and FISCAL/FACILITIES MANAGEMENT**

22. Prepares assigned reports, records, etc. in an accurate and punctual manner.

23. Recommends and requisitions appropriate materials and resources to enhance and support the instructional program.

#### **ROLE 6: STUDENT MANAGEMENT**

24. Demonstrates support for district's student management policies and expected student behavior related to special education.
25. Supervises district policies related to student disciplinary actions, records, parent contacts, etc.
26. Provides leadership in addressing challenges facing the profession; pursues professional development activities; disseminate ideas and information to other professions.
27. Accepts and performs additional school related assignments in a positive and efficient manner.

#### **ROLE 7: PROFESSIONAL GROWTH and DEVELOPMENT**

28. Adheres to proper communication channels.
29. Monitors professional research and disseminates ideas and information to other professionals.
30. Develops needed professional skills appropriate to job assignments.
31. Exhibits involvement and participation in professional organizations, staff development, workshops, and other continuing education activities to increase professional skills and job performance.
32. Demonstrates behavior that is professional, ethical, and responsible and serves as a role model for all district staff.
33. Projects a positive attitude about self and professional responsibilities.
34. Adheres to Professional Ethical Standards in relationships with students, teachers, parents, patrons, peers, and support personnel.
35. Exhibits punctuality and dependability.
36. Accepts and accomplishes additional school related assignments in a positive and effective manner.

#### **ROLE 8: SCHOOL/COMMUNITY RELATIONS**

37. Displays cooperation in working with administrators, teachers, and other school personnel.
38. Maintains effective communication with administrators, special education personnel, and other school personnel.
39. Conferences effectively with teachers and parents about student concerns.
40. Perform other duties as assigned.

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

**Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals

**Posture:**

Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

**Motion:**

Repetitive hand motions, frequent keyboarding and use of mouse

**Lifting:**

Occasional light lifting and carrying (less than 15 pounds)

**Environment:**

Frequent districtwide travel; occasional statewide travel

**Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**