



Flour Bluff Independent School District Job Description

JOB TITLE: Director of Special Education

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 227

REPORTS TO: Deputy Superintendent

DATE REVISED: 09/2025

PRIMARY PURPOSE:

- The Special Education Director has the responsibility for compiling, preparing, and maintaining reports, applications, evaluation, etc., of all Special Education programs. The role of the Director of Special Education also involves the coordination and daily management of the district's special education program within the framework of the philosophy and objectives.

QUALIFICATIONS:

Minimum Education/Certification:

- Master's degree
- Valid Texas mid-management certificate or another appropriate Texas certificate
- Valid Texas teaching certificate with special education endorsement
- Certified appraiser in Texas Teacher Appraiser System

Special Knowledge/Skills:

- Working knowledge of specially funded programs and standards of regulatory agencies
- Ability to evaluate programs and analyze data according to federal guidelines
- Strong communication, public relations, and interpersonal skills

Minimum Experience:

- Three years' experience as classroom teacher
- Three years' experience in instructional, leadership roles

MAJOR RESPONSIBILITIES AND DUTIES:**ROLE 1: INSTRUCTIONAL MANAGEMENT**

1. Applies research and district studies to assigned special education programs to improve content, sequence, and outcomes of the teaching-learning process.
2. Plans, implements, and evaluates instructional programs of program with appropriate personnel including learning objectives, instructional strategies, and assessment techniques.
3. Remains current on rules and regulations, special programs, and professional practices.
4. Facilitates the use of technology in the teaching-learning process.

ROLE 2: SCHOOL/ORGANIZATIONAL CLIMATE

5. Provides for two-way communication channel with principals, teachers, staff, parents, and community.
6. Supports the development of district goals using a collaborative process and problem-solving techniques when appropriate.
7. Demonstrates skill in conflict resolution with administrators, parents, teachers, staff and community when appropriate.

ROLE 3: SCHOOL/ORGANIZATIONAL IMPROVEMENT

8. Participates in district-level decision process to establish and review the district's goals and objectives.
9. Supports the efforts of others to achieve district goals and objectives.
10. Oversees assigned special education assessment and planning activities.
11. Provides on-going monitoring of special education program activities and services.
12. Recommends and outlines assigned special education priorities and needs of the district.

ROLE 4: PERSONNEL MANAGEMENT

13. Assists, as appropriate, with the Professional Development Appraisal System.

14. Secures consultants, specialists, and other community resources to assist in attaining objectives.
15. Assists in planning in-service and staff development activities by using the mission of the district, program evaluation outcomes, and input from teachers and staff.

ROLE 5: ADMINISTRATION and FISCAL/FACILITIES MANAGEMENT

16. Assumes management responsibility of assigned special education.
17. Administers and submits assigned special education budgets and budget amendments in accordance with administrative policies and procedures.
18. Compiles, prepares and maintains special education reports and records as requested and/or required by the district and the state.
19. Implements the policies established by federal and state law, State Board of Education rule, and the local board.

ROLE 6: STUDENT MANAGEMENT

20. Demonstrates support for district's student management policies and expected student behavior related to special education.

ROLE 7: PROFESSIONAL GROWTH and DEVELOPMENT

21. Adheres to proper communication channels.
22. Monitors professional research and disseminates ideas and information to other professionals.
23. Develops needed professional skills appropriate to job assignments.
24. Exhibits involvement and participation in professional organizations, staff development, workshops, and other continuing education activities to increase professional skills and job performance.
25. Demonstrates behavior that is professional, ethical, and responsible and serves as a role model for all district staff.

ROLE 8: SCHOOL/COMMUNITY RELATIONS

26. Displays cooperation in working with administrators, teachers, and other school personnel.
27. Involves and promotes public and school awareness of special education and services.
28. Maintains effective communication with administrators, special education personnel, and other school personnel.
29. Demonstrates awareness of district and community needs and initiates activities to meet those identified needs.
30. Performed 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.