



Flour Bluff Independent School District Job Description

JOB TITLE: Administrator for Special Education

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 206

REPORTS TO: Special Education Director

DATE REVISED: 05/2026

PRIMARY PURPOSE:

- The primary purpose of the Administrator for Special Education is to provide leadership, coordination, and support for districtwide special education programs and services. The Special Education Administrator will work collaboratively with campus and district staff to ensure high-quality instructional practices, compliance with state and federal regulations, and continuous improvement of special education services. Other responsibilities will include supporting special education instructional alignment, professional learning, program implementation, and student achievement across all campuses.

QUALIFICATIONS:

EDUCATION/CERTIFICATION

- Master's degree from an accredited college or university
- Valid Texas Mid-Management, Principal, or other appropriate administrator certification
- Valid Special Education certification

EXPERIENCE

- Minimum of three years of successful teaching experience in special education
- Campus or district leadership experience preferred

- Experience coordinating professional development and compliance programs preferred

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: Special Education Instructional Management and Assessment

1. Provide leadership and support for districtwide PK–12 special education programs and services
2. Assists in diagnosing student needs to adjust the instructional program to ensure acceleration, extension, or remediation is appropriate for students
3. Supervises the instructional implementation and coordination of special programs with regular instruction to promote consistency of the district goals and compliance with guidelines of special programs
4. Assess special education instructional programs through performing teacher observations, monitoring lesson plans, and compiling data, including grade report statistics, course evaluations, and disaggregating state assessment scores
5. Collaborate with campus administrators, teachers, diagnosticians, related service providers, and support staff to ensure effective implementation of special education instructional programs
6. Support alignment of instructional practices, accommodations, modifications, and interventions across grade levels and campuses
7. Assist with monitoring student progress, instructional effectiveness, and special education program outcomes
8. Support implementation of district initiatives, strategic goals, and state/federal requirements related to special education services

ROLE 2: ARD and Compliance Responsibilities

1. Serve as an ARD committee administrator and district representative when needed
2. Ensure compliance with IDEA, TEA regulations, state timelines, and district special education procedures
3. Support and provide guidance to campuses with ARD processes, documentation, procedural safeguards, and student placement decisions
4. Assist with audits, monitoring activities, corrective action plans, and compliance reviews
5. Coordinate and support Child Find activities to ensure timely identification, referral, evaluation, and services for eligible students

ROLE 3: School Organization and Climate

1. Coordinate Teacher Incentive Allotment (TIA) processes and implementation for the Special Education Department
2. Collaborate with district and campus leadership to support TIA systems, documentation, calibration, and compliance requirements related to special education staff

3. Assist with communication and support related to TIA expectations and processes
4. Attend Special Education functions of the campuses assigned

ROLE 4: Professional Growth and Development

1. Adheres to the Professional Ethical Standards in relationships with students, teachers, parents, patrons, peers, and support personnel
2. Projects a positive attitude about self and professional responsibilities
3. Exhibits punctuality and dependability
4. Provide training and coaching related to instructional strategies, behavior support, accommodations, compliance requirements, inclusion practices, and specialized programming
5. Coordinate CPI training, certification, recertification, and compliance monitoring for district staff
6. Support implementation of research-based instructional practices and interventions for students receiving special education services

ROLE 5: Collaboration and Communication

1. Collaborate with curriculum and instruction staff to support access to grade-level TEKS and district curriculum resources
2. Maintain positive working relationships with staff, parents, community agencies, and outside service providers
3. Provide guidance and support to campus teams regarding student services and special education procedures
4. Communicate effectively with district leadership regarding program needs, trends, and compliance concerns

ROLE 6: Other Duties

1. Attend district, regional, and state meetings assigned
2. Assist with department planning, budgeting, and resource allocation
3. Perform other duties as assigned

ROLE 7: Personnel Management:

1. Provide guidance, training, and support to special education staff and coordinate districtwide special education initiatives and compliance activities
2. Assists in personnel appraisals and instructional program evaluations as assigned
3. Provides input to campus principals and Special Education Directors regarding staffing needs

4. Assist in developing an effective and efficient master schedule for special education students

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals.

Posture:

Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting:

Moderate lifting and carrying

Environment:

May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; frequent districtwide 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.