

Aledo ISD Job Description
SPECIAL PROGRAMS**Special Education Program Specialist**04/14/2025

Reports to: Director of Special Programs**Primary Purpose:**

Assist in supporting campus teachers in the IEP development process. The Special Education Program Specialist supports the teaching staff in training and modeling, collaborating with Special Education teachers and staff to identify and/or design appropriate educational resources, including supports and curriculum resources utilized to implement the IEP for students with identified disabilities.

Qualifications**Education/Certification:**

Bachelor's Degree from an accredited college or university

Master's Degree in Education (preferred)

Valid Texas teaching certificate with required special education endorsements

Principal certification preferred

Experience:

Minimum five (5) year teaching experience; three (3) teaching experience with students with special needs

Special Knowledge/Skills:

Knowledge of the IEP process, special education law and education of special education students with disabilities

Demonstrate knowledge in instructional practices, specially designed instruction, and special education educational resources

Understanding of all federal, state, and local requirements associated with special education

Ability to maintain accurate and auditable records

Effective organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

1. Collect and organize relevant assessment data from Special Education evaluation, student's cumulative folder, classroom teachers(s), principal, support staff, parents, and outside resources in order to assist classroom teachers with IEP development and provide feedback for implementation.
2. Assist teachers in instructional best practices and designing differentiated instruction.
3. Demonstrate high level of knowledge of scientifically based researched intervention strategies.
4. Develop and coordinate a continuing evaluation of the student's individual education programs and initiate changes based on findings.
5. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
6. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the areas of assessment, placement, and planning for special education services.
7. Provide campus consultation and support through coaching/modeling or providing training to support the implementation of classroom quality indicator components (for example, developing classroom schedules, creating materials, developing procedures/expectations, reinforcement systems, etc.) for campus staff who work with students with disabilities.
8. Collaborate with the Special Education Leadership Team, Curriculum Instructional Specialists, and campus staff regarding implementation of evidence-based strategies.

Aledo ISD Job Description
SPECIAL PROGRAMS**Special Education Program Specialist**3/20/2024

9. Support teachers in developing and maintaining a classroom environment conducive to effective learning.
10. Provide staff development training to assist school personnel in understanding students with disabilities, IEP components, district processes, and implementation of specially designed instruction.
11. Communicates to the Special Programs Administration the need for staff development for instruction and/or use of materials and equipment.
12. Review and analyze multiple sources of data incorporating both formal and informal methods that measure and assess student growth aligned to instructional goals and course objectives to identify areas of need for professional development for teachers.
13. Meet regularly and work collaboratively with general education, special education staff, and parents to discuss and support student needs.
14. Develop and maintain effective individual and group relationships with students and parents.
15. Participate in staff development and school improvement activities in order to maintain professional growth.
16. Communicate and support expectations that are consistent with campus and district objectives.
17. Perform other functions that may be assigned by the Director of Special Programs.

Supervisory Responsibilities:

None

Working Conditions**Physical Demands/Environmental Factors:**

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours and may be required to attend faculty, campus, or District meeting as determined by the Director and/or Coordinator of Special Education

Tools/Equipment Used: Personal computer and peripherals, standard instructional equipment.

Posture: Prolonged standing, frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking and regular district wide travel to multiple work locations as assigned

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment: Work inside; regular exposure to noise

Other: Maintain physical and electronic reports, records, and other required district documentation (have it available upon request)

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.

Employee Signature

Date

Supervisor Signature

Date