



HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

**Director of Special Education
(Assessment and Related Services)**

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Reports to: Chief of Educational Support Services

School/Department: Educational Support Services

Pay Grade: Administrative Instructional/AI8

Wage/hour status: Exempt

Work Days: 226

Created/revised: April 2025

Primary Purpose:

The Director of Special Education for Assessment & Related Services is responsible for providing leadership in the development, implementation, and coordination of specialized support services of assessment, therapy, assistive technology, and psychological services along with overseeing the Admission, Review, and Dismissal (ARD)/Individualized Education Program (IEP) processes to ensure students are eligible and receiving the appropriate support. This includes supervision of district level coordinators, specialists and leads, school psychologists, diagnosticians, therapists, data/compliance personnel. Oversee the monitoring and auditing of child find processes, assessment and ARD/IEP development programs to ensure compliance of delivery and meeting district, State and Federal laws, regulations, and procedures.

Qualifications:

Education/Certification:

- Master's Degree in Education or closely related field from an accredited college or university recognized by the US Department of Education.
- Texas Teaching Certification or Licensure with preferred Special Education endorsement
- Certification and Licensure in specialized area(s) desired
- Texas Mid-Management or Principal Certificate preferred
- Must have valid driver's license, good driving record and available transportation during entire workday to travel to sites in the Humble ISD area

Special Knowledge/Skills:

- Thorough understanding of federal, state, local laws and regulations for students with disabilities
- Comprehensive knowledge of specialized services supporting students with special needs
- Knowledge of inclusive practices combined with general education curriculum.
- Expertise in the area of special education programming and ARD/IEP development
- Skill in quality interpretation of assessment data, policy, and procedures
- Skill in effectively coordinate special education services across district functions
- Skill in identifying and responding to areas of need with assigned area
- Skill in organizing/interpreting/analyzing data and applying concepts to resolve problems and develop solutions
- Skill in developing and presenting training to adult learners
- Skill in managing staff, team building, operations, projects, and budgets on a large scale
- Skill in operating MS Office (Word, Excel, PowerPoint) and comparable Google products and in using multiple platforms (i.e. eSped, eSchool)
- Ability to develop and oversee comprehensive action plans aligned to the district and department 3 year plans
- Ability to positively impact systematic change within the campus in accordance with district goals



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- Ability to coordinate, plan and provide prescriptive instruction aligned to district and campus goals
- Ability to organize and manage multiple complex tasks simultaneously and independently to meet deadlines
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to comprehend complex systems and technical information and explain effectively to a wide variety of stakeholders
- Ability to perform duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with minimum supervision
- Ability to communicate effectively verbally and written utilizing tact and diplomacy and maintain effective working relationships with district personnel and campus administration

Experience:

- Minimum 5 years successful experience in an administrative or leadership management role (both school and central office preferred)
- Experience in the specialized program/services area(s)

Major Responsibilities and Duties:

Specialized Support Services/Programs

1. Lead and manage District efforts to meet identified specialized support services/programs for identified student needs.
2. Facilitate alignment of specialized services to general education standards, curriculum, instruction, assessment and support services
3. Provide support to building principals for implementing specialized services with a focus on student achievement.
4. Coordinate the evaluation and recommendation for adoption of new materials, methods, programs, and forms.
5. Collaborate with Chief of Educational Support Services on District efforts to improve and maintain compliance and procedures with specialized services/programs.
6. Collaborate with area coordinators to provide appropriate placement options for students with health, disabilities and/or communication disorders.
7. Fully inform the Chief of Educational Support Services with respect to staff and operational/instructional needs.
8. Communicate and partner with internal and external stakeholders regarding department programs and services.
9. Manage and maintain the District's summer programs related to all services equipment needs, staff, protocols, and orientation.
10. Ensure completion of all legal documents meet federal, state, and local requirements as well as reviewing areas of the Student Parent Handbook are in legal compliance.
11. Collaborate with Chief of Educational Support Services to direct District efforts to improve and maintain compliance with state and federal indicators, programs, materials, methods, forms.
12. Provide program development, implementation, supervision and evaluation as it pertains to compliance.
13. Prepare documents for TEA complaints and Due Process Hearings with assistance of Area Coordinator and Campus Staff.
14. Be available as a facilitator for difficult staffing or ARD meetings.



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15. Ensure high degree of communication, collaboration and cooperation with Central Office personnel.
16. Communicate with the Chief of Educational Support with respect to monitoring and compliance issues at campuses.

Communication

1. Promote communication with parents and others in the community concerning the mission of the district and the accompanying products and services.
2. Provide for two-way communication with principals, teachers, staff, parents, and community.
3. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and community.
4. Monitor professional research and disseminate ideas and information to other professionals.

School/Organization Climate

1. Maintain professional behavior, promote a positive image, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment that supports the vision and mission of the District.
2. Maintain a positive and effective relationship, good judgment, and decision making with coworkers, supervisors, other district personnel, outside agencies and organizations, parents, and the community.

Policy, Reports, and Law

1. Comply with all applicable federal and state laws, Board of Education rules and local board policy and regulations.
2. Compile, maintain and file all reports and other documents as required.
3. Assure compliance with grant guidelines.

Other

1. Maintains confidentiality of privileged and sensitive information when received and distributed to appropriate designees as approved by the Executive Director of Educational Support Services.
2. Demonstrates effective interpersonal skills through communications with parents, community, staff and school board members.
3. Attend professional growth activities to maintain awareness of current research and issues related to assessment, disabilities, assistive technology, child find, the ARD process/IEP development, professional development at the state level, including technology integration.
4. Promotes a positive image that supports the mission of the district; works with all Education Support Services personnel to continually improve the professionalism of the total department
5. Responds to after-hours emergencies as needed.
6. Performs other duties as may be assigned.

Fiscal Management

1. Manage budget and ensure that programs are cost-effective and funds are managed wisely for the Chief of Educational Support Services.
 - a. Monitor and evaluate departmental programs within areas of responsibility for effectiveness and efficiency.
 - b. Develop applicable budgetary packages based upon budgetary guidelines and needs identified in applicable department improvement plan(s) for submission to the Chief of Educational Support Services during the budget process.
 - c. Monitor, maintain and manage applicable departmental budgets for adherence to budgetary and purchasing procedures, appropriate expenditures, and timeliness.



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- d. Communicate with subordinate staff information related to the District's financial planning and budget development process.
2. Participates in the budget process, compiles budget(s), and cost estimates based upon documented program needs.
3. Assist with procurement of equipment, and materials most appropriate for each program/campus needs.
4. Research and pursue internal/external funding opportunities to enhance local initiatives

Personnel Management

1. Manages, conducts, and makes sound recommendations regarding supervisory activities in the areas of interviewing, selecting, and recommending personnel placement or dismissal, training, professional development, counseling, and performance evaluations with review and approval by the Chief of Educational Support Services and the Human Resources Department.
2. Investigates reported concerns and takes appropriate action to resolve issues.
3. Ensures that personnel practices are coordinated and personnel files are maintained according to district policy.
4. Coordinate the use of consultants as needed to support district initiatives.
5. Assist with personnel functions as needed or assigned for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring that objectives of special education programs are achieved within budget.
6. Promotes an open, collegial environment among staff and develop positive staff morale.

Supervisory Responsibilities

1. Supervises and evaluates performance of professional and support staff assigned within area of responsibility.

Policy, Reports, and Law

2. Comply with all applicable federal and state laws, Board of Education rules and state/local board policy and regulations.
3. Compile, maintain and file all reports and other documents as required.

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor, District officials and employees, vendors, and the general public.
2. Provide outstanding customer service.
3. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, and the general public.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Chief of Educational Support Services.
2. Demonstrate effective interpersonal skills through communications with parents, community, staff and school board members.
3. Attend professional growth activities to maintain awareness of current research and issues in special and regular education, professional development at the state level, including technology integration.
4. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.



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5. Promote a positive image that supports the mission of the district; works with all Curriculum & Instruction personnel to continually improve the professionalism of the total department.
6. Respond to after-hours emergencies as needed.
7. Perform other duties as may be assigned.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress.

Frequent district-wide travel with occasional travel outside of school district boundaries

Workload is deadline driven and must be able to meet ongoing deadlines

Frequent contact with parents, community, and/or other district/campus employees

Office atmosphere may be noisy and hectic. Offices may be "open" with multiple employees working in large open rooms containing two or more desks and equipment.

Frequent sitting with moderate standing, stooping, bending, pushing, pulling, and lifting

Prolonged use of equipment and computer with repetitive hand motions

Prolonged and irregular work hours - flexibility with schedule

Extended hours or non-business hours may be required to lessen impact with District operations

Work location assigned requires physical presence in office

Daily attendance and punctuality at work are essential functions of the job

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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.

Approved by _____

Date _____

Reviewed by _____

Date _____