



INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Director of Special Education Evaluation **Exemption Status/Test:**
Reports to: Executive Director of Special Education **Date Revised:** April 20, 2022
Dept./School: Special Education Department - Headquarters

Primary Purpose:

The Director of Special Education Evaluation leads and directs the special education assessment process. The director ensures ILTexas accurately assess the educational, learning styles, and program needs of students referred to special education. The director leads campus diagnosticians in providing diagnostic information and facilitates cooperative work with instructional personnel to provide the most appropriate programs for students with disabilities. Additionally, the Director of Evaluation Supports the Executive Director of Special Education in data collection, analysis, and the collection and response to charter, state, and federal reporting requirements.

Qualifications:

Education/Certification:

Valid Texas Teaching Certification Required
Valid Texas Educational Diagnostician Certification Required
Master's Degree from an Accredited Institution Required
Mid-Management or Principal Certificate Preferred

Special Knowledge/Skills:

Experience in leading the assessment of educational, learning, and program needs to students referred to Special Education.
Experience in program development and management.
Knowledge of diagnostic procedures, education of special education students, human development, and learning theories.
Extensive knowledge of special education law.
Experience with data collection, with emphasis on State Performance Plan (SPP) Indicators
Experience in developing departmental and interdepartmental collaboration to meet targeted goals
Extensive knowledge in ensuring individualized education programs based on current assessment and performance information

Major Responsibilities and Duties:

Program Management

1. Support charter mission, policies, procedures, and established student academic, management, and behavior expectations.
2. Ensures the special education referral process is efficient, effective, and appropriate.
3. Ensures that student assessments and recommendations regarding placement and programming are completed in a timely manner

4. Monitors the Annual Review and Dismissal (ARD) process and ensures that placement decisions are appropriate and based on evaluation and student performance data.
5. Ensures evaluation personnel have the appropriate resources at hand and are fully trained and competent in providing assessment services.
6. Assists in developing, implementing, and monitoring contracts for services provided by outside contractors.
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Compliance

8. Comply with policies established by federal and state laws, State Board of Education rule, and board policy. Comply with all charter, department, and campus policy, procedure, routines and regulations.
9. Routinely audit Full Individual Evaluations and Individualized Education Programs to ensure compliance and fidelity to best practices.
10. Develop and implement training for campus and special education support staff based on audit and review findings.
11. Maintain confidentiality.

Personnel and Student Management

12. Model the ILTexas Mission and Motto.
13. Establish positive climate and culture with evaluation staff.
14. Establish positive climate and culture between evaluation personnel and students, staff, and community stakeholders.
15. Assist in selection, training, and evaluation recommendations for evaluation staff staffing needs, individual campus placement, and retention. Make recommendations regarding improvement plans, discipline, and employment status.

Other

16. Any and all other duties as assigned by immediate supervisor.

Supervisory Responsibilities:

None.

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, and twisting

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

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and out-of-state travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____