

# DIRECTOR: RESOLUTION (SPECIAL EDUCATION)

JOB STATUS: OPEN

POSTING NUMBER: 00066641

SCHOOL YEAR: 2025-2026

CALENDAR: District Support / Full Year [School Calendars](#)

CLOSING DATE: 09/28/2025 04:00 PM

POSTING NUMBER: 00066641

LOCATION: 093:SPECIAL EDUCATION DEP

POSITION TITLE: DIRECTOR: RESOLUTION (SPECIAL EDUCATION)

## JOB DESCRIPTION:

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To provide leadership, oversight of all functions of resolution

## ESSENTIAL FUNCTIONS:

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- Shares the responsibility for the and effectiveness of resolution management.
- Facilitates implementation of legal requirements as outline by Executive Director
- Assists in design and implementation of systems to ensure compliance with federal indicators.
- Follows Special Education policies and procedures to ensure federal, state and district compliance.
- Implements strategic plans to assure compliance with district, state and federal regulations.
- Assists in oversight of the implementation of goals in administrative and compliance areas.
- Implements OCR plans and other agency plans that involve Special Education.
- Coordinates and aligns Special Education activities with other Directors.
- Coordinates and facilitates implementation of legal requirements for units managed.
- Coordinates and oversees the processes required for hearings, complaints and settlement agreements.
- Actively supports and leads staff to support district goals.
- Disseminates district information in a timely and positive manner.
- Maintains effective communication with legal representatives, parents, community and APS staff.
- Interacts with individuals and groups inside and outside the district to ensure district goals regarding Special Education are met.

## PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE:

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- Ability to provide leadership in working with students, staff, parents and others.
- Ability to develop and maintain team environments within the department
- Knowledge of strategic planning processes.
- Previous experience dealing with Special Ed litigation at a district level
- Special Education License and experience

## REQUIREMENTS:

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- Degree in Education or related field.
- Holds or is eligible for a New Mexico Administrators license
- 5 years of leadership experience in an educational setting providing services for special needs students
- Knowledge of Special Education, including legal/regulatory issues, service delivery models, evaluation processes, and issues related to the implementation of a Continuous Improvement Model.
- Knowledge of current and effective practices, programs and services to special needs populations.
- Knowledge of federal and state regulations as they pertains to litigation, complaints and mediation
- Possesses the interpersonal skills to effectively mediate and facilitate in situations related to compliance

## CONTACT INFORMATION:

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Contact: Teise Reiser Ferrell at / [teise.reiser@aps.edu](mailto:teise.reiser@aps.edu)

## APPLY TO:

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[www.aps.edu](http://www.aps.edu) District Support application. A cover letter, resume and any other supporting documents MUST be submitted prior to 4:00 PM on the closing date of the advertisement for the application to be considered complete.

## ADDITIONAL INFO:

GRADE / LEVEL: DSE 15  
SALARY: \$96,822.07  
DAYS: 256  
HOURS: 8  
START DATE: ASAP

[ADA Compliance](#)