

EXCEPTIONAL STUDENT DISTRICT SUPPORT SPECIALIST (ESDS)

JOB STATUS: OPEN

POSTING NUMBER: 00065367

SCHOOL YEAR: 2025-2026

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

CLOSING DATE: 06/29/2025 04:00 PM

POSTING NUMBER: 00065367

LOCATION: 093:SPECIAL EDUCATION DEP

POSITION TITLE: EXCEPTIONAL STUDENT DISTRICT SUPPORT SPECIALIST (ESDS)

JOB DESCRIPTION:

Assisting the District with special education program and services by providing resources and supports to ensure compliance with state and federal guidelines.

ESSENTIAL FUNCTIONS:

Essential Functions. An individual in this role must be able to perform the following functions with or without reasonable accommodation:

- Attend/facilitate Eligibility Determination Team/ Individualized Education Program meetings, as necessary.
- Attend/facilitate Eligibility Determination Team/ Individualized Education Program meetings that result from a PED Complaint, OCR Complaint or Due Process Hearing Request.
- Be responsive to schools to troubleshoot issues and to support teachers and administrators to ensure compliance of state and federal regulations.
- Monitor Special Education compliance data and support school-based data review.
- Support/provide guidance to schools' administration and faculty regarding preparation and follow through of requirements resulting from Special Education Due Process Hearings; Public Education Department Complaints and OCR Complaints.
- Supervision and evaluation of: IEP Specialists; Physical Therapists; Occupational Therapists; Social Workers; Speech Language Pathologists; Adapted PE Teachers; Resource Teachers; Behavior Management Specialists; Special Education Tech EAs; Special Education Administrators and other Special Education staff as assigned.
- Review class caseloads and advice regarding voluntary transfer requests.
- Plan, coordinate and facilitate Parent Advisory, Gifted Advisory, and parent workshops.
- Provide support for Special Education scheduling and curriculum.
- Research and support implementation of evidenced based practices of instructional models (SEM; CoTeach; SEL)
- Participate and coordinate district, school, and department meetings.
- Work with parents and community stakeholders to mitigate concerns and/or issues.
- Facilitate and participate Special Education District Comprehensive Support Services Hub meetings and Student Staffings.
- Provide professional development for school and district staff, as necessary.
- Support/provide guidance to school and district administration with hiring; staffing; training; policies and procedures and compliance issues.
- Support, train and collaborate with school administration, Head Teachers, and staff to ensure compliance, continuity, and consistency of services.
- Collaborate and coordinate with other federal program departments (i.e.: title 3 [ELD]) to ensure district alignment and compliance with all legal requirements.
- Extended School Year coordination and supervision.

Duties. All duties are standard language and apply to all Albuquerque Public Schools employees. Duties cannot be changed or altered. Employees are not screened based on duties.

- Complies with state-approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state, and federal regulations.
- Articulates and facilitates the implementation of the mission and values of the Albuquerque Public Schools.
- Safeguards confidentiality of privileged information.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, district policy and administrative regulations.
- Shares the responsibility for the supervision and care of district inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.
- Maintains professional relationships and works cooperatively with employees, the community, and other professionals.

- Maintains professional competence through individual and staff training, in-service educational activities, and self-selected professional growth activities.
- Attends and/or conducts staff meetings and participates on committees within area of responsibility.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.

PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE:

Preferred Knowledge, Skills & Abilities

- Experience with diverse cultures.
- Demonstrated proven track record of effective administrative leadership in previous positions.
- Knowledge of federal and state laws relative to education.
- Experience in managing educational issues within a multicultural setting with diverse socioeconomics.
- Ability to manage financial resources.
- Knowledge of APS community, computer system, financial and legal requirements.
- Demonstrated knowledge of current and effective curriculum/instruction practices, programs, and services.
- Demonstrated leadership in working with students, staff, parents, and others.
- Demonstrated competence in dealing with politically based issues.
- Ability to maintain professional relationships with principals, Albuquerque Public School Leadership Team and Instructional Directors and the New Mexico Public Education Departments.
- Continuous improvement methodology knowledge.
- Standards based education knowledge.
- Knowledge and experience preparing teachers to use research-based teaching strategies with emphasis on special needs, English Language Learners, economically disadvantaged students and early childhood students.

REQUIREMENTS:

Required Education, Licenses, Certifications, & Experience

- Master's degree in Education.
- Valid New Mexico Administrator License and Special Education License
- Three (3) years of experience as a site administrator.
- Effective communication skills, both verbal and written.
- Flexibility, organization, decision-making and problem-solving skills.
- Ability to meet deadlines, work on multiple projects, and coordinate the work of others.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Ability to maintain professional relationships with school staff, principals, Albuquerque Public School Leadership Team and Instructional Directors and the New Mexico Public Education Departments.

CONTACT INFORMATION:

Contact: Teise Reiser at / teise.reiser@aps.edu

APPLY TO:

Apply to 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 17

SALARY: \$119,264.36

DAYS: 256

HOURS: 8

START DATE: beginning of 25-26

[ADA Compliance](#)