

Senior Manager, Special Education Services (Speech-Language Services) Job ID 82155
Houston Independent School District

JOB SUMMARY

Provides leadership and collaborative support in the design, development and implementation of services to students with disabilities. Focuses on students with disabilities of low-incidence, autism, and emotional/ behavioral challenges. Collaborates with other departments within Academics and provides overall operational direction in the design and evaluation of special education services to meet the instructional needs of all students with disabilities in grades pre-K through 12.

MAJOR DUTIES & RESPONSIBILITIES

1. Collaborates to provide direct and consultative support to area special education senior managers, principals, and others as needed on the implementation of special education and related services.
2. Implements professional development trainings for campus staff to address questions from administrators, teachers, and instructional support staff as identified by the campus staff and the Office of Special Education Services that support achievement outcomes for students with disabilities.
3. Provides consultative assistance and collaborates on the identification of methodologies, supplemental curricula, and content materials for use with students with disabilities. Implements and supports web-based instructional resources that support academic and behavior instruction as well as progress monitoring systems. Provides assistance in the development and implementation of special education services including Extended School Year (ESY).
4. Supports special education staff including training, monitoring, coaching, mentoring and evaluating in accordance with local, state, federal and department policies and procedures.
5. Coordinates campuses' requests for additional materials, supplies and equipment needed to support unique needs of students with disabilities and/or special education services and/or related services.
6. Performs other job-related duties as assigned.

EDUCATION Master's Degree

WORK EXPERIENCE 5 to 7 years

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

Teacher Certification and Special Education Certification; or Licensed Specialist in School Psychology; or Licensure as a Speech-Language Pathologist SAP, Microsoft Office, Chancery Office equipment (e.g., computer, copier)

LEADERSHIP RESPONSIBILITIES

Senior Management. Manages a department or multiple major disciplines, often through subordinate management. Regularly manages staff in the completion of large-scale projects or a very closely related set of projects/initiatives often spanning multiple disciplines. Receives strategies and broad departmental objectives from senior leadership; establishes operational objectives and work plans; delegates assignments to subordinate management and staff. Allocates resources according to priorities and serves as the primary decision maker regarding hiring, performance and budget recommendations.

TO APPLY:

1. Email resume to Mary Kinnett, mkinnett@houstonisd.org

2. Also, submit your Houston ISD application,

<https://www.applitrack.com/houstonisd/onlineapp/default.aspx?all=1&AppliTrackPostingSearch=title%3Aspeec h%20&AppliTrackZipRadius=5&AppliTrackLayoutMode=detail>