

Special Ed Program Specialist, Job ID 80422
Houston Independent School District

JOB SUMMARY: Supports the work of the Senior Manager of Special Education Services assigned to campuses with the implementation of special education services. Serves as special education subject matter expert in the coordination and implementation of instructional, behavioral and/or compliance support for students with disabilities in accordance with district procedures, state, and federal laws. Collaborates with school personnel responsible for specific functions that support implementation of special education services.

MAJOR DUTIES & RESPONSIBILITIES:

1. Collaborates with other departments on developing procedures and practices to serve students with disabilities. Collaborates with central office, area office, and campus staff, to implement a districtwide continuum of instructional services and increase services in general education for students with disabilities. Delivers in class support, model lessons, and coaching of best instructional practices to advance student achievement
2. Develops and implements districtwide specialized staff training for special education teachers, support staff, administrators, and parents on effective instructional and behavioral strategies for students with disabilities. Develops and monitors districtwide special education services implementation, instructional materials, and supplemental curriculum materials.
3. Collaborates with teachers, principals and area staff regarding special education services in schools on student placement and evaluation. Monitors systematic collection and analysis of student data to review achievement and evaluate effectiveness of districtwide instruction for students with disabilities.
4. Monitors classroom instructions and behavior intervention via observations, walk-throughs, demonstrations, conferences and evaluations. Assists school leaders with creating systems to monitor compliance as needed.
5. Serves as a resource to campus personnel in the selection of adaptive materials and equipment based on students' Individualized Education Programs and consults with teachers.
6. Performs other job-related duties as assigned.

EDUCATION: Master's Degree

WORK EXPERIENCE: 3 to 5 years

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION: Microsoft Office, Teacher Certification, Office equipment (e.g., computer, copier), Special Education Certification

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?Category=Business+Professionals&subcategory=Program+Specialist>