Executive Director of Special Education
4400 West 18th Street, Houston, Texas (US-TX), 77092-8501, United States
ID: 15650

Job Description

Location: Hattie Mae White
Department: Special Ed - Admin
Area: Northwest
Contract Months: 12
Salary Range: $170,000.00 – $195,000.00
Academic Year: 24-25

JOB SUMMARY
The Executive Director for Special Education is a core leadership position within the Office of Special Education Services. They will play a pivotal role in promoting every student’s success, ensuring equitable access to high-quality services while providing strategic direction to drive toward the achievement of the district’s goals. This position requires a visionary and strategic leader with a deep understanding of special education regulations, best practices, and the ability to foster collaborative partnerships across all stakeholder groups.

MAJOR DUTIES & RESPONSIBILITIES
List most important duties first

- Provide sustained leadership, guidance and support to an assigned Division to increase knowledge and support of Special Education policies, procedures, and programming; serve as a liaison between the division and the Office of Special Education Services.
- Lead, mentor, and supervise the assigned Division Special Education Unit Team members and ensure team direction, alignment, and commitment on all district and department continuous improvement efforts.
- Provide timely, regularly scheduled updates to the Deputy Chief for Special Education and/or their designee on compliance, progress, areas of concern, and other relevant matters, maintaining open lines of communication within the department.
- Monitor and regularly assess the effectiveness of special education programming, services and initiatives across campuses, and make data-driven recommendations for enhancements and continuous improvement.
• Monitor staffing needs within Division and collaborate with relevant district team members to address recruitment, hiring, and professional development needs of special education staff.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

• Provide leadership and oversight to an assigned essential function of the Office of Special Education Services; to possibly include, Curriculum and Instruction, Budget, Family and Community Engagement, etc.
• Will be responsible for a specific area to possibly include Budget, Specially Designed Instruction & Inclusive Support (Dyslexia), Parent & Community Engagement, Behavior Services.
• Demonstrate regular and prompt attendance.
• Performs other job-related duties as assigned.

EDUCATION
Master’s degree or higher in Special Education, Educational Leadership, or relevant field.

WORK EXPERIENCE
5+ years of successful experience as a leader, preferably within special education.
Special Education Teaching experience preferred.
Proven effectiveness as a campus and/or district leader with a strong record of results.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
Valid Texas mid-management or Principal certificate.
Valid Texas Special Education EC-12 certificate.
Proficiency in interpreting and applying federal, state, and local laws, guidelines, and procedures pertaining to special education.
Expertise in functioning within collaborative team settings.
Effective communication skills and adeptness in decision-making, particularly in challenging situations, with the capacity to engage and influence stakeholders across all levels.
Track record of successfully leading and managing diverse teams, promoting collaboration, cultivating high-performance organizational cultures and instigating positive transformations.
Strategic thinking abilities, adeptness in critical analysis of complex issues, and capacity to make well-informed decisions.
Dedication to the district’s mission and a firm commitment to fostering positive impacts within the community.

LEADERSHIP RESPONSIBILITIES
Strategic oversight for department and/or a major division or for the entire district. Regularly provides project management, team leadership, and supervises staff. Using in-depth knowledge
of multiple disciplines, identifies and evaluates high-impact issues, and provides strategy and
direction to department.

WORK COMPLEXITY/INDEPENDENT JUDGMENT
Work is non-standardized and widely varied, involving many complex and significant variables
including significant time spent planning, evaluating complex solutions and issues, and
negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to
devise new approaches to situations where previously accepted solutions have proven
inadequate. The position regularly makes recommendations to management on areas of
significance to the division. Supervision received typically consists of providing periodic
coaching, advice and feedback.

BUDGET AUTHORITY
Participates in a group plan and/or budget development.

PROBLEM SOLVING
Decisions are made with greater freedom and discretion, including recommendations that are
subject to approval on matters that may affect multiple departments across HISD. Job is
frequently expected to recommend new solutions to problems, to improve existing
methods/procedures/services and generate new ideas. May also review decisions made by
other individuals on more routine matters.

IMPACT OF DECISIONS
Decisions have considerable impact to multiple divisions or the organization district causing
risks or improvements to relationships, significant efficiencies, or delays in operations, and/or
significant financial gains or expenses. Errors are serious and difficult to discover, normally
involve decisions not subject to detailed review and will result in excessive costs and/or
significant project delays.

COMMUNICATION/INTERACTIONS
Negotiate and influence - interprets department strategies and services, resolves conflicts,
influences outcomes on matters of significance for the division, conducts final negotiations and
coordinates approvals/decision making below the executive level. Interactions are typically
with customers and Top Management.

CUSTOMER RELATIONSHIPS
Leads others in resolving highly sensitive and confidential issues on the department's behalf.
Acts as a trusted advisor and becomes involved in the customer's decision-making process
including presenting alternatives and information and applying persuasion and negotiation
skills in the resolution of problems. Monitors customer service standards.

WORKING/ENVIRONMENTAL CONDITIONS
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements. Ability to carry and/or lift less than 45 pounds.

Houston Independent School District is an equal opportunity employer.

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