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 Evaluation & IEP Management 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
1. Provide sustained leadership, guidance, and support to assigned evaluators, related service providers, regional day school for the deaf (RDSPD) and IEP management staff. Increase the knowledge and support of Special Education policies, procedures, and programming; serve as a liaison between the divisions and the Office of Special Education Services.
2. Lead, mentor, and supervise the assigned evaluation, related services, and IEP Management staff members and ensure team direction, alignment, and commitment on all district and department continuous improvement efforts.
3. 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.
4. 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.

5. 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

6. Coordinate and provide training for personnel on ARD/IEP compliance and IEP system.
7. Ensures that talent management initiatives are focused and aligned on improving campus and department operational efficiency and effectiveness.
8. Ensures the accuracy of data and the timely submission of information to Texas Education Agency.
9. Oversee the development and management of dashboards and reports that provide insight into key performance metrics and support progress monitoring for the department.
10. Perform other 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 (preferred) 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.