



**Job Title:** Special Education Department Leads      **Wage/Hour Status:** Exempt

**Reports To:** Director of Special Education, Assigned Coordinator      **Pay Grade:**

**Dept. /School:** Special Education Department      **Date Revised:** 09/16/2011

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**Primary Purpose:**

To provide leadership, coordination, and innovation in assigned area so that each student may derive meaningful educational benefits.

**Qualifications:**

**Education/Certification:**

Credentials for assignment

**Special Knowledge/Skills:**

Strong organizational, communication, and interpersonal skills

**Experience:**

Minimum five years experience in a public school

Minimum two years in Mansfield ISD preferred

**Major Responsibilities and Duties:**

**Program Management:**

1. Assist in establishing department objectives, and oversee the plan for the implementation and evaluation of these objectives.
2. Conduct department meetings, and attend relevant school district and professional meeting as necessary.
3. Assist specialist in their assigned area in the handling of day-to-day problems related to assignment, and act as a resource person.
4. Recommend to the Coordinators/Director materials that need to be ordered and distribute these materials to the department.
5. Assist in maintaining an accurate inventory of the department materials.
6. Assign and provide assistance to department contract staff as needed.
7. Draft caseload assignments for assigned area of specialization and present for administrative approval for implementation.
8. Monitor approved caseloads and recommend adjustments to administration as needed.
9. Assist the department administrators in developing and interpreting policies and procedures.
10. Remain informed on educational innovations and trends related to specialized assignment.
11. Assist the administrators in coordinating program needs.

12. Serve as a resource person to the Board of Trustees, Administrators and community relating to area in which he/she is a specialist.
13. Perform other duties as may be assigned by the Director/Coordinator.
14. Other duties as assigned.

**Supervisory Responsibilities:**

Oversee area of specialization to ensure appropriate services to students.  
Assure compliance with policies established by federal and state law, State Board of Education rules, local school board policy, and district and department guidelines.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Ability to communicate (verbal and written); ability to instruct. Maintain emotional control under stress. Frequent standing and walking. Requires visual acuity and hearing.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*