

# Vacancy Announcement for 2017-2018 school year

*An Equal Opportunity Employer*

**Position Title:** Executive Director of Special Education  
**Location:** Robertson County Special Services (RCSS)  
**Salary Range:** Based on experience  
**Length of Work Year:** 12 months  
**Position Starts:** January 2018

## **POSITION SUMMARY:**

Direct and manage the districts' special education program. Ensure that services are provided for special needs students and individualized education plans are provided to meet the needs of all students. Warrant compliance with all state, federal, and local requirements.

## **POSITION REQUIREMENTS:**

### **Education/Certification:**

Master's degree from an accredited four year college or university

### **Special Knowledge/Skills:**

Knowledge of federal and state special education law  
Analytical skills to demonstrate sound judgement with regard to budget, law, staffing, student data, and student needs  
Understanding of the individual needs of special needs students  
Ability to communicate with all levels of special needs students and their parents  
Ability to implement policy and procedures  
Ability to interpret data  
Ability to manage budget and personnel  
Strong organizational, communication, and interpersonal skills

### **Experience:**

Three (3) years of experience in Special Education  
Three (3) years of administrative experience with a strong emphasis in special education administration, preferred  
Such alternative to the above as the Board may find appropriate

## **DUTIES/RESPONSIBILITIES:**

Direct and manage Robertson County Special Services, a shared service arrangement for the following member districts: Bremond ISD, Calvert ISD, Franklin ISD, Hearne ISD, and Mumford ISD.

### **Instructional and Program Management**

- Oversee the development and delivery of special education curriculum and instructional programs that incorporate district goals and support student achievement. Ensure that curriculum renewal is continuous and responsive to student needs.

- Develop and implement an effective special education referral process and ensure that student assessments and recommendations regarding placement and program management for individual students are completed in a timely manner.
- Monitor the admission, review, and dismissal (ARD) process districtwide. Participate in committee meetings as needed to ensure that students are placed appropriately and development of individual education plans for students are consistent with district procedures. Ensure that student progress is evaluated on a systematic basis.
- Obtain and use evaluative findings (including student achievement data) to gauge special education program effectiveness. Make changes when warranted.
- Ensure that the necessary time, resources, materials, and technology to accomplish educational goals are available. Encourage and support the development of innovative instructional programs.
- Direct transition services for special education students entering and exiting public school programs.
- Take an active role in the formulating and implementing contracts for special education students receiving services outside of the district.
- Participate in professional development activities to improve skills related to job assignment.

#### **Student Management**

- Demonstrate support for the district's student management policies and expected student behavior related to special education program.

#### **Policy, Reports, and Law**

- Implement the policies established by federal and state law, State Board of Education rule, and local board policy in area of special education. Recommend sound policies and procedures to improve program.
- Compile, maintain, and file all reports, records, and other documents required.

#### **Budget and Inventory**

- Develop and administer the special education budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
- Maintain a current inventory of supplies and equipment and recommend the replacement and disposal of equipment when necessary.

#### **Personnel Management**

- Prepare, review, and revise job descriptions in special education department.
- Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.

## **Communication and Community Relations**

- Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.
- Serve as district liaison to community agencies providing services to students and notify parents and students of available services.
- Articulate the district's mission and goals in the area of special education to the community and solicit its support in realizing the mission.
- Demonstrate awareness of district-community needs and initiate activities to meet those needs.
- Use appropriate and effective techniques to encourage community and parent involvement.

## **SUPERVISORY RESPONSIBILITIES:**

Supervise, evaluate, and recommend the hiring and firing of special education support staff.

## **APPLICATION PROCEDURES:**

Applications can be found at [www.franklinisd.net](http://www.franklinisd.net) under Employment. Complete and forward to:

Robertson County Special Services  
704 Wheelock St.  
Hearne, TX 77859  
979-279-3507  
Fax: 979-279-8040

Brian Hemphill  
[brian@rcssc.org](mailto:brian@rcssc.org)

Rose Starkey  
[rose@rcssc.org](mailto:rose@rcssc.org)

**Applications will be accepted until position is filled.**