

## NEW CANEY INDEPENDENT SCHOOL DISTRICT

**TITLE:** Instructional Specialist – Special Education

**QUALIFICATIONS:**

1. Valid Texas teaching certificate
2. Master's Degree in field related to special education
3. Certification or License in area of special education evaluation
4. Minimum of three (3) years of experience in Special Education evaluation
5. Minimum of five (5) years of successful teaching experience
6. Strong background in instructional strategies for differentiating instruction
7. Knowledge of state required testing programs
8. Ability to interpret test data
9. Strong organizational, communication, and interpersonal skills
10. Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

### **SPECIAL WORKING**

**CONDITIONS:** Maintain emotional control under stress. Occasional prolonged and irregular hours. Frequent district wide travel and occasional out of district travel.

**REPORTS TO:** Director of Special Education

**PRIMARY PURPOSE:** Evaluate instructional process in special education programs to determine staff development needs. Develop and provide staff development based on needs assessment for special education instructional staff. Appropriately designate supplies, materials, and equipment to various special education instructional settings. Coordinate and monitor instructional processes of special education which promote improved student performance.

**TERMS OF EMPLOYMENT:** 226 Days

**WAGE/HOUR STATUS:** Exempt (AP-4)

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Evaluate instructional process in special education programs to determine staff development needs
2. Review, analyze and evaluate student performance data for students served in special education.
3. Develop and provide staff development for special education instructional staff.
4. Provide instructional resources to assist special education teachers in teaching and maintaining the instructional process.
5. Provide instructional leadership in developing accommodations and modification for students with disabilities.
6. Demonstrate successful teaching strategies to special education teachers.
7. Provide assistance to campus special education teachers in administering assessments at regular intervals to monitor student performance.
8. Remain current on available commercial materials and resources.
9. Meet regular and predictable attendance requirements.
10. Observe all safety rules and keep work area clean and orderly at all times.
11. Perform other duties as assigned by the supervisor.

The above statements are intended to describe the major job functions of the position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The superintendent may assign additional duties when deemed appropriate.

**EVALUATION:**

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

NCISD 3/08