



# DUNCANVILLE ISD

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**Job Title:** Executive Director of Special Education

**Wage/Hour Status:** Exempt

**Reports to:** Chief Academic Officer

**Pay Grade:** AP-9

**Dept. /School:** Curriculum and Instruction

**Date Revised:** 6-27-26

## **Primary Purpose:**

Provide executive leadership and strategic direction for the district's Special Education Department and oversee the district's Dyslexia Services. Ensure the planning, implementation, evaluation, and continuous improvement of special education programs and services while supervising the Directors of Special Education. Ensure compliance with federal, state, and local requirements and alignment with the district's strategic priorities.

## **Qualifications:**

Education/Certification:

- Master's degree`
- Principal's certification preferred

## **Special Knowledge/Skills:**

- Knowledge of federal and state special education laws and regulations
- Knowledge of instructional best practices and service delivery models for students with disabilities
- Knowledge of Dyslexia laws, regulations, and instructional requirements
- Ability to develop and implement strategic initiatives
- Ability to analyze data and drive continuous improvement
- Ability to supervise administrators and manage budgets
- Strong organizational, communication, and interpersonal skills

## **Experience:**

- Two years of successful teaching experience in special education
- Five years of progressively responsible administrative experience in special education, including supervisory experience preferred

## **Major Responsibilities and Duties**

### **Instructional and Program Management**

1. Provide executive leadership and strategic direction for all district special education programs and services.
2. Supervise, coach, develop, and evaluate the Directors of Special Education.



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3. Establish department goals and strategic priorities aligned with the district strategic plan.
4. Lead continuous improvement of districtwide special education programs and services.
5. Ensure districtwide compliance with IDEA, Board policy, and applicable state and federal regulations governing special education and Dyslexia Services.
6. Direct long-range planning for programs, staffing, and service delivery.
7. Oversee monitoring of student achievement, program effectiveness, and compliance indicators.
8. Provide executive oversight of Texas Education Agency (TEA) accountability and compliance systems, including Results Driven Accountability (RDA), State Performance Plan (SPP) indicators, the Public Education Information Management System (PEIMS), the School Health and Related Services (SHARS) program, Medicaid reimbursement, Child Find, and other required state and federal reporting systems..
9. Direct the district response to audits, complaints, due process hearings, and corrective action plans.
10. Collaborate with the Chief Academic Officer and executive leadership.
11. Provide executive oversight of Dyslexia Services to ensure compliance, instructional quality, and equitable service delivery.
12. Recommend organizational improvements, staffing models, and program enhancements.
13. Ensure equitable access to instructional programs, Dyslexia Services, related services, transition services, and assistive technology.

## **Student Management**

14. Promote districtwide practices that support safe, inclusive, and supportive learning environments for students with disabilities.

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

15. Provide executive oversight of legal matters, state complaints, due process hearings, compensatory services, corrective action plans, and compliance activities to ensure adherence to federal and state special education requirements.
16. Recommend revisions to Board policies, administrative procedures, and operating guidelines.
17. Ensure timely preparation and submission of all required federal, state, and local reports.
18. Serve as the district liaison with TEA, legal counsel, Education Service Centers, and governmental agencies regarding special education.
19. Monitor legislative changes and recommend implementation.
20. Follow district safety protocols and emergency procedures.

## **Budget and Inventory**

21. Develop, administer, and monitor the districtwide Special Education budget.



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22. 21. Oversee grants, contracts, and resource allocation to maximize services.

## **Personnel Management**

23. Supervise, evaluate, and develop the Directors of Special Education and assigned administrative staff.
24. Collaborate with Human Resources regarding recruitment, succession planning, leadership development, and retention.
25. Promote professional learning and continuous improvement throughout the department.
26. Collaborate with district departments, campus administrators, and other stakeholders to ensure effective implementation, coordination, and continuous improvement of special education programs and services.

## **Communication and Community Relations**

27. Represent the district with parents, community organizations, universities, and governmental agencies.
28. Communicate department goals, initiatives, and outcomes to district leadership, the Board of Trustees, and community stakeholders.
29. Foster partnerships that expand opportunities for students with disabilities.
30. Perform other duties as assigned by the Chief Academic Officer.

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

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (under 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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

Employee Print Name

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Employee Signature

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