



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

ASSISTANT DIRECTOR OF SPECIAL EDUCATION

- Qualifications:**
1. Master's degree or higher from an accredited college or university;
 2. Valid Texas administrative certification;
 3. Certification in an area of special education;
 4. Minimum of four (4) years of successful teaching/supervisory experience in special education; and
 5. Demonstrated skill in leading others.

Terms of employment: Probationary/Term Contract: 250 days

Salary: Salary Range (based on experience) as set by the Board of Trustees for the school year 2009-2010
Pay Grade Administrative/Professional (AP) 118

Minimum	Midpoint	Maximum
\$71,128	\$84,678	\$98,225

Inquiries should be made to: Jane Flinn
Director of Special Education
Phone: 281-897-6430
E-mail: jane.flinn@cfisd.net

Applications accepted online. For information: Human Resources
10300 Jones Road, Suite 238
Houston, Texas 77065
Phone: 281-517-2680 Fax: 281-517-2826
e-mail: patricia.eaves@cfisd.net

J.H.

[Apply online](#)
Category: 22-Director (Job #5202)

Deadline for application: November 2, 2009 or until filled
009-asstdirsped

ESSENTIAL FUNCTIONS:

1. Assist the Director of Special Education in providing leadership and support to the instructional program for students with a disability, early childhood through graduation.
2. Keep current in the legal issues involved in special education assessment, reports, notice and ARD meetings.
3. Be knowledgeable of curriculum requirements for all students.
4. Serve as district coordinator for Section 504.
5. Monitor the instructional outcomes for all students receiving special education and make programming revisions, as needed, to improve student outcomes.
6. Supervise all areas of special education assessment.
7. Oversee appropriate components for the State Performance Plan and Performance Based Monitoring and Analysis System.
8. Stay abreast of innovative, effective instructional practices for students with a disability.
9. Assume responsibility for providing the appropriate staff development for instructional personnel throughout the district.
10. Meet on a regular basis with the coordinators for speech/language pathology, psychological services, and pupil appraisal.
11. Assist the Director in planning for special education instructional staff and budgetary needs.
12. Serve as a liaison between parents, school and community regarding services for students with a disability.
13. Confer with parents and campus staff on complex issues related to evaluation.
14. Attend critical ARD meetings.
15. Assist the Director in coordination of the Special Education Parent Advisory Committee.
16. Assist the Director in personnel performance evaluations for special education support staff.
17. Serve as a role model for professional and personal behavior that is ethical and responsible by the development and utilization of professional skills appropriate to the assignment.