

# EXECUTIVE DIRECTOR OF SPECIAL PROGRAMS

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**Reports To:** Superintendent

**Dept / Campus:** Administration

**Pay Grade:** P-504

**Board Approval:** May 2026

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## **PRIMARY PURPOSE / FUNCTION:**

To provide leadership and direction for all special programs of the District, including all efforts to improve student performance.

## **QUALIFICATIONS:**

### **Education/Certification:**

Master's degree from an accredited college or university  
Prefer Texas mid-management or other appropriate Texas Certificate

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

Thorough knowledge of curriculum and instruction  
Ability to evaluate instructional programs and teaching effectiveness  
Ability to manage budget and personnel  
Strong organizational, communication, and interpersonal skills  
Patient and calm demeanor with students and others

### **Experience:**

Three years teaching experience  
Prior experience working with special programs preferred  
Prior experience in administrative role preferred

## **MAJOR RESPONSIBILITIES AND DUTIES:**

Instructional  
Management

1. Collaborate with instructional staff in evaluating and selecting instructional materials to meet student learning needs.
2. Facilitate the implementation of the district-wide after-school and summer program.
3. Assist with District testing as appropriate.
4. Ensure that student progress is evaluated on a regular, systematic basis,

**Ex. Director of Special Programs cont.**

and the findings are used to make all special programs more effective.

5. Provide leadership and promote alignment for the District's library and nursing programs.
6. Facilitate the submission of all instruction waivers to the Texas Education Agency in specified areas.
7. Serve as a liaison between instructional services and technology on instructional technology issues in specified areas.
8. Facilitate and coordinate all the following district-wide programs:
  - All Title and grant programs as appropriate
  - Afterschool Centers on Education (ACE)
  - Migrant student services
  - All McLennan County Youth Collaboration/Communities in Schools (MCYC-CIS) programs
  - AVID (Advancement via Individual Determination) –District Director
  - School Health Education Advisory Committee (SHAC)
  - Nursing Program
  - Librarians
  - Teen Parenting Program and Services
  - Parental Engagement
  - Klaras Center School Based Mental Health
  - McKinney-Vento
  - Foster Students

**Organizational Climate**

9. Provide leadership and direction in the systemic connection of curriculum instruction, and collaboration among and between campuses in specified areas.
10. Plan, implement, and evaluate instructional programs with teachers, and principals, including learning objectives, instructional strategies, and assessment techniques in specified areas.
11. Promote a positive, caring climate for learning.
12. Deal sensitively and fairly with persons from diverse cultural backgrounds.

**Organizational Improvement**

13. Facilitate and monitor all District efforts to improve student performance.
14. Provide data analysis testing results.
15. Provide continuous monitoring of the Texas Academic Performance

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Reports (TAPR) results and Texas English Language Proficiency Assessment System (TELPAS) and accountability ratings, system safeguards; performance based monitoring (PEMAS).

16. Facilitate staff development in specified areas.
  17. Monitor and assist campus principals in the implementation of effective staff development programs in specified areas.
  18. Apply research and district evaluation data to improve the content, sequence, and outcome of the teaching-learning process in specified areas.
  19. Employ effective interpersonal skills.
  20. Assess and respond to needs related to job responsibilities.
  21. Contribute to the recommendation of sound policies directed toward improvement of instructional practices.
  22. Evaluate job performance of employees to ensure effectiveness.
  23. Assist in implementation of the new teacher induction and mentor programs.
  24. Assist in the identification and projection of personnel needs.
  25. Ensure that programs are cost effective and funds are managed prudently.
  26. Maintain fiscal responsibility and compile budgets and cost estimates based upon documented program needs for programs under supervision.
  27. Serve as the District textbook coordinator and ensure timely and accurate accounting for all textbooks.
  28. Compile, maintain, and file all reports, records, and other documents required.
  29. Implement the policies established by federal and state law, State Board of Education rule, and the local board policy.
- Personnel Management
- Administrative and Fiscal/Facilities Management

**Ex. Director of Special Programs cont.**

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|-------------------------------------|--|
| Student Management                  | 30. Facilitate the development of student management programs, including the self-responsibility curriculum, which positively impacts student performance. |
|                                     | 31. Establish and maintain open lines of communication by conducting conferences with parents, students, and teachers concerning vital issues.             |
| Professional Growth and Development | 32. Develop professional skills appropriate to job assignments.  |
|                                     | 33. Demonstrate behavior that is professional, ethical, and responsible.   |
| School/Community Relations          | 34. Articulate the district's mission to the community and solicit its support in realizing the mission.   |
|                                     | 35. Use appropriate and effective techniques for community and parent involvement.   |
|                                     | 36. Serve as T-TESS evaluator in the Teacher Appraisal System.   |
|                                     | 37. Any other duties as assigned by the superintendent.  |

**SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate the performance of assigned personnel and programs.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbal and written)  
Interpret policy, procedures, and data  
Maintain emotional control under stress  
Ability to manage others in a non-coercive manner

**Physical Demands:**

Frequent district-wide and statewide travel  
Occasional prolonged and irregular hours  
Ability to lift and carry 50 lb.

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

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date