



# Houston Gateway Academy Charter Schools, Inc.

## Elite College Prep Academy

*Committed to Excellence in Education*

### **Special Education Director (District)**

The SE Director provides system-level leadership to ensure all HGA campuses deliver high-quality, legally compliant special education services for students with disabilities. This role leads ARD facilitation, compliance systems, professional learning, and continuous improvement efforts to ensure all ARD meetings and IEPs are student-centered, instructionally sound, and fully compliant with federal and state regulations.

#### **ARD Leadership & Facilitation**

- Lead, coach, and develop ARD facilitators and special education leaders to ensure consistent, high-quality ARD processes across all HGA campuses.
- Ensure ARD meetings are legally compliant and well-facilitated.
- Model and coach best practices for managing complex or high-stakes ARD meetings, including parent disputes.
- Participate in ARD meetings as needed to support campuses and ensure compliance.

#### **Compliance & Quality Assurance**

- Ensure compliance with IDEA, Section 504, ADA, and Texas Education Agency (TEA) requirements.
- Monitor ARD timelines, documentation, evaluation processes, and IEP implementation to ensure FAPE is provided to all eligible students.
- Establish systems to audit ARD compliance and IEP quality, including corrective action plans when necessary.
- Oversee Child Find, evaluation timelines, placement decisions, and required reporting to state and federal agencies.
- Ensure that all HGA campuses maintain accurate special education records and data systems.

#### **Program Development & Continuous Improvement**

- Analyze ARD, compliance, and IEP quality data to identify trends and guide improvement efforts.
- Develop tools, resources, templates, and procedures that standardize ARD practices across HGA.
- Support campuses with elevated compliance risk through targeted coaching, monitoring, and intervention planning.
- Assist in assessing instructional programs for students with disabilities and recommend improvements.

#### **Training & Capacity Building**

- Design and deliver professional learning for ARD facilitators, special education staff, general education teachers, and administrators.
- Lead training on FAPE, LRE, accommodations, modifications, behavior intervention plans (BIPs), graduation planning, transition services, and inclusive practices.
- Support onboarding and orientation of new special education staff.
- Assist teachers in adjusting curriculum, instructional strategies, and materials to meet the needs of students with disabilities.

#### **Collaboration & Stakeholder Engagement**

- Collaborate with principals, diagnosticians, teachers, and related service providers to ensure strong implementation of IEPs.
- Serve as a liaison with TEA, Region Service Centers, and outside agencies for special education matters that include training and needed support.
- Mediate parent concerns related to special education services, placement, and ARD outcomes.
- Coordinate effective communication and collaboration of campuses and HGA's District Office in the areas of PEIMS coding and other state and federal requirements.
- Coordinates the preparation and timely submission of all reports and documentation required by TEA and other agencies.

#### **Leadership & Operations**

- Supervise assigned special education staff, including ARD Facilitators and support personnel.
- Provide input on budgeting and allocation of resources to support special education services.
- Read, analyze, and interpret IDEA regulations, TEA guidance, and relevant case law.
- Prepare reports, correspondence, handbooks, and procedural documents.
- Perform additional duties as assigned.

#### **Preferred Qualifications:**

- Bachelor's degree.
- Must hold a Texas Special Education certificate.
- Minimum three years of teaching special education students.
- Contract Term: 11 months