

AMIGOS POR VIDA – FRIENDS FOR LIFE

PUBLIC CHARTER SCHOOL

Official Job Description: Special Education (SPED) Manager

Campus/Department:	Student Services / Special Education
Reports To:	Principal
FLSA Status:	Exempt

Position Summary

The Special Education (SPED) Manager provides comprehensive leadership, coordination, and compliance oversight for all special education services at Amigos Por Vida – Friends For Life Public Charter School. This role ensures that students with disabilities receive appropriate services and accommodations in strict accordance with IDEA, Section 504, and Texas Education Agency (TEA) regulations. The SPED Manager works collaboratively with campus leadership, instructional staff, families, and external service providers to drive student achievement and ensure total alignment with federal, state, and charter requirements.

Essential Duties and Responsibilities

Compliance & Program Oversight

- Provide leadership and oversight of the campus special education program to ensure full compliance with IDEA, Section 504, and TEA guidelines.
- Coordinate, schedule, run and monitor ARD's meetings, ensuring strict adherence to state and federal timelines.
- Oversee the development, review, and rigorous implementation of Individualized Education Programs (IEPs).
- Ensure accurate, timely submission of all special education documentation, PEIMS data, and required compliance reports.
- Maintain highly confidential student records in accordance with FERPA and district policy.
- Support campus administration during state audits, monitoring visits, and TEA compliance reviews.

Instructional Support & Collaboration

- Provide guidance, strategies, and ongoing support to general and special education teachers regarding accommodations, modifications, and IEP goals.

- Monitor student progress regularly to ensure appropriate services and interventions are effectively delivered.
- Support behavior intervention planning (BIPs) as needed.
- Serve as the primary liaison between the school, parents/guardians, and external community or state agencies.

Leadership & Continuous Improvement

- Design, coordinate, and deliver professional development related to special education, best practices, differentiated instruction, and compliance.
- Review, update, and implement campus-wide special education protocols to streamline student services.
- Perform other duties assigned by campus leadership to support the school's mission.

Qualifications

Education & Certifications

- **Required:** Bachelor's degree from an accredited college or university.
- **Required:** Valid Texas teaching certification in Special Education.
- **Preferred:** Master's degree in special education.

Experience

- Minimum of 3–5 years of successful experience delivering or managing special education services.
- Proven experience with ARD's facilitation, documentation, and compliance monitoring.
- Experience working within a Texas public charter school setting is highly preferred.

Knowledge, Skills, and Abilities

- **Regulatory Expertise:** Deep operational knowledge of IDEA, Section 504, TEA special education requirements, and legal ARD's/IEP timelines.
- **Leadership & Collaboration:** Strong leadership, problem-solving, and interpersonal skills, with a demonstrated ability to collaborate with diverse stakeholders.
- **Organization:** Exceptional organizational and documentation skills, with the ability to manage multiple high-stakes deadlines and priorities simultaneously.
- **Data Fluency:** Strong data-driven decision-making skills to evaluate program efficacy and student progress.

Work Environment & Physical Requirements

- **Setting:** School-based environment with frequent classroom observations and meeting participation.
- **Mobility:** Ability to sit, stand, and move throughout the campus efficiently as needed.
- **Physical Demands:** Occasional lifting and transporting of instructional materials up to 20 pounds.

- **Technology:** Regular and proficient use of computers, email systems, and Texas student information systems (such as Spedtrack).