



JOB ANNOUNCEMENT
SPECIALLY DESIGNED INSTRUCTION COORDINATOR
Special Education Department

CLOSING DATE: June 17, 2026

JOB DESCRIPTION

The Specially Designed Instruction Coordinator is responsible for the coordination, planning, implementation, and evaluation of specially designed instruction in cooperation with the Office of Special Education.

MINIMUM QUALIFICATIONS

(Only those persons who meet the minimum qualifications as posted should apply)

- Special Education Certification
- Principal or Mid-Management Certification (preferred)
- Minimum three years teaching experience including in-class support teaching
- Training and/or experience in co-teaching or other in-class support instructional arrangements
- Experience in designing and delivering staff development (preferred)
- Extensive training in instructional strategies and specially designed instruction
- Demonstrated ability to work collaboratively with others
- External candidates must have a satisfactory outcome of a fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

DUTIES AND RESPONSIBILITIES

1. Partner with Assistant Directors of the Office of Special Education to design, implement, and facilitate a framework for continuous improvement of programs, compliance, and services for students with disabilities.
2. Prioritize and deliver intensive, data-driven support to campuses identified as not meeting accountability standards; design specialized intervention strategies to close achievement gaps and meet performance targets.
3. Conduct comprehensive, campus-specific needs assessments and engineer strategic action plans for the systemic implementation of Specially Designed Instruction (SDI).
4. Serve as the primary instructional consultant and resource for principals, academic deans, counselors, content specialists, campus special education coordinators, and teachers regarding SDI framework.
5. Conduct regular classroom site visits to model high-leverage, evidence-based instructional strategies that meet the unique needs of students with disabilities.
6. Build, schedule, and facilitate high-impact professional development and training pipelines for both In-Class Support (ICS) teaching teams and campus administrative leadership.
7. Assist with gathering program evaluation metrics, synthesize qualitative and quantitative data, and critically evaluate the effectiveness of the ICS teaching program to drive district-wide instructional decisions.
8. Execute other specialized duties as assigned by the Assistant Directors of Special Education to support evolving department goals and district compliance.
9. Train administrators, teachers, instructional assistants, and other district staff in utilizing restraint techniques outlined by the district to de-escalate and/or restrain a student in crisis situations.
10. Perform other duties as assigned.

WORKING CONDITIONS

Maintain emotional control under stress. Regular District-wide travel. Lift/carries 25-40 pounds occasionally, more than 45 pounds infrequently with assistance. Pushing/pulling 10-35 pounds sporadically. Continual walking and standing. Occasional sitting, stooping, kneeling, bending, twisting, running, and climbing stairs. Work indoors and outdoors in varying climate conditions. May be required to lift and position students with physical disabilities; control behavior through physical restraints; and assist non-ambulatory students. Daily attendance and punctuality at work are essential functions of the job.

TERMS OF EMPLOYMENT

SALARY: \$69,324 - \$100,797

PAY GRADE: AD04

TYPE OF ASSIGNMENT: Full-Time, Exempt

WORK DAYS: 220

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.

FOR HR USE ONLY
PN: 3738