

# **Job Description: Director of Exceptional Student Education**



## **Position Title:**

Director, ESE

## **FLSA Status:**

Exempt

## **Salary Grade:**

## **Our Mission:**

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

## **Custom Job Purpose:**

This position exists to direct and supervise professional staff in the planning and to implement of programs in exceptional student education.

## **Essential Functions of this Job**

Consult and advise all stakeholders on exceptional education policies and procedures, including interpreting rules, regulations, and laws. Ensure the maintenance of accurate paperwork. Provide direction to school-based managers and other personnel in resolving issues and disagreements related to the ESE program, students, and parents. Assist legal counsel with due process issues.

Assist school-based and system staff in evaluating facilities and developing educational specifications for the construction or renovation of exceptional education facilities. Work with business/finance contact to manage expenditures, grant applications, and implementation associated with federal projects. Represent exceptional student education through the School

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Improvement process and development of school board policies. Performs related work as assigned.

### **Non-Essential Functions of this Job**

Performs other duties as assigned.

### **Knowledge, Skills, and Abilities:**

Knowledge of innovative practices and current trends in exceptional education. Understanding of issues related to the exceptional education curriculum and instructional techniques. Knowledge of rules and regulations, statutes, policies, special programs, and procedures affecting disabled individuals (IDEA, Section 504, ADA) on a federal, state, and local level. Access to and understanding of litigation affecting disabled individuals and computerized student database systems (FTE reports, suspension information, student records.) Ability to create and report all critical and required local and state reports as the need for compliance. Ability to provide consultation and advice to teachers, parents, and System staff on exceptional education policies and procedures, rules, regulations, and laws. Ability to organize and direct meetings related to exceptional education at all levels in the System and schools. Performs duties as the System's Staffing Specialist. Ability to assist in conflict resolution pertaining to critical issues at exceptional education staffings, magnification meetings, pre-expulsion meetings, and educational planning conferences. Ability to communicate, plan, and disseminate precise exceptional education strategies and related information as needed.

Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to supervise people. Ability to plan and present information to the public. Ability to understand the Course Code Directory and Florida Statutes related to curriculum requirements. Extensive understanding of the Pupil Progression Plan. Ability to work cooperatively with other departments and schools. Good interpersonal and communication skills. Ability to review statistical data for trends and standard performance in various programs and develop improvement strategies. Represent the System at state and regional functions.

Knowledge of requirements for recruiting and maintaining independent and contracted ESE services.

Bilingual/biliterate preferred.

### **Education, Experience, and/or Certification/License Requirements**

Master's degree from an accredited educational institution. Certification in Administration and Supervision or Educational Leadership and certification in Exceptional Student Education. School-based administrative experience is preferred. Teaching experience in exceptional student education is preferred.

### **Work Context:**

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks

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to establish priorities, set goals, and meet deadlines. Requires making decisions that affect other people, the financial resources, and the image and reputation of the System. Opportunity to make decisions without supervision. Responsible for work outcomes and results. Requires work with both internal and external contacts and with the public.

### **Physical Environment:**

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move, and/or position objects infrequently weighing up to 20 pounds.

### **Local Code:**

9000

### **EEO5:**

### **Approval Date**

**Date Last Revised: 04/11/2022**

The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.