



JOB DESCRIPTION – Director of Exceptional Student Education (ESE)

JOB GOAL:

To provide administrative oversight and supervision of the Liberty County School District's ESE program. To ensure eligible students are provided appropriate educational services which are in accordance with federal, state, and local guidelines/regulations.

QUALIFICATIONS:

1. Master's or advanced Degree from an accredited institution in Educational Leadership or Exceptional Student Education; or,
2. Currently enrolled in a program leading to a Master's or advanced Degree in Educational Leadership or Exceptional Student Education.
3. Appropriate State of Florida professional certification as required and applicable.
4. Degree and certification requirements must be met within three (3) years of hiring date.
5. Minimum of three (3) years successful teaching experience.
6. Must provide written references upon request from the Superintendent.

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Secretary, Student Services
Staffing Specialists
Speech/Language Pathologists
Occupational and Physical Therapists
Supervisor of Early Childhood Programs

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of district, state, and federal educational goals and standards.
2. Knowledge of effective school concepts, principles, and proven best practices in areas of responsibility.
3. Knowledge of principles and concepts for continuous quality improvement in education.
4. Knowledge of learning theory, program planning, curriculum development, staff development, MTSS, and management of ESE programs.
5. Knowledge of statutory and regulatory requirements in areas of responsibility.
6. Ability to supervise people through good interpersonal and communication skills.
7. Ability to plan and present information to the public and staff through facilitative leadership skills.
8. Ability to balance several job functions at one time and work under a heavy workload.
9. Ability to analyze data for trends and performance in various programs and to action plans for improvement.
10. Ability to represent the District at state and regional functions.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Direct the over-all activities of planning, development, coordinating, implementing, and evaluating of assigned instructional staff and support programs for Exceptional Student Education(ESE).
2. Determine eligibility for ESE programs and attend staffing meetings as required.
3. Provide leadership for purposeful articulation among all instructional levels and programs (basic/special).
4. Supervise the implementation of the District's Pupil Progression Plan as it relates to ESE.
5. Review/update District plans: pupil progression, professional development, ESOL, and ESE.
6. Collaborate with District staff regarding growth opportunities to ensure employees kept abreast of best practices regarding ESE through training, in-service, and other professional learning activities.
7. Provide an ESE perspective in the development of all Carl Perkins vocational grants.
8. Review and analyze student performance data, including state assessment test results.
9. Develop, write, and implement grants to enhance learning opportunities for ESE students
10. Monitor and maintain ESE records.

Inter/Intra Agency Communication Delivery

11. Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
12. Report on the status of ESE programs and services at the request of the Superintendent.
13. Provide support and technical assistance to school administration in the development of master and intervention schedules.
14. Communicate with teachers and principals on legislative changes and the implementation of legislation regarding ESE programs.
15. Facilitate staff meetings and maintain good public relations with parents and community groups.
16. Assist in interpreting the programs and policies of the District to staff, students, and the community.
17. Provide leadership for fostering professional growth and building of staff morale throughout the District.
18. Keep well-informed about current trends and best practices in education.
19. Promote and support professional development for self and others.
20. Attend meetings and conferences which promote professional growth, as well as benefit the District.

Systemic Functions

21. Coordinate all instructional ESE services reporting requirements.
22. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations.
23. Prepare ESE service action items required for school board agendas.
24. Complete of all required reports and maintain appropriate records.
25. Assist in the development of the Student Code of Conduct and update it annually.
26. Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

27. Assist the Superintendent with District-wide planning, setting of District's goals/objectives regarding special programs, and organizational analysis/development.
28. Assist in the development of administrative guidelines and policies for ESE services.
29. Model and maintain high standards of professional conduct.
30. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
31. Facilitate problem-solving by groups or individuals.
32. Assist in the determination of locations (school centers) for ESE programs.

OTHER DUTIES & RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed.
2. Consistent regular punctual attendance; timely completion of assigned duties, working assigned contract and extended days; and use sick and personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Familiar with, and incorporate, the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

1. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed.
2. Medium to heavy work depending on the particular assignment.
3. Sit, stand, and walk for required periods of time.
4. Reach/handle objects.

TERMS OF EMPLOYMENT:

1. Salary and benefits shall be paid consistent with District’s approved compensation plan.
2. Length of the work year and hours of employment shall be those established by the District.
3. Extended hours beyond the regular school day may be required. (Compensation per district policy)

ENVIRONMENTAL DEMANDS:

1. Possible exposure to a variety of childhood and adult illnesses.
2. Possible occasional exposure to a variety of weather conditions.
3. Exposure to heated and air-conditioned ventilated facilities.
4. Possible exposure to buildings in which a variety of chemicals are used for cleaning or operation of equipment.
5. Ability to function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the District’s policy.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

Employee’s Name (Print)

Employee’s Signature

Date

Supervisor’s Name (Print)

Supervisor’s Signature

Date

SCHOOL BOARD APPROVED: February 8, 2022