

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in School Administration and Supervision, Educational Leadership, or as School Principal or Professional School Principal, and one (1) field of Exceptional Student Education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends and research in exceptional student education, issues related to exceptional education curriculum and instructional techniques; rules, regulations, statutes, policies, special programs, and procedures affecting disabled individuals on a federal, state, or local level. Access to and understanding of litigation affecting disabled individuals. Knowledge of and ability to use student database systems, including but not limited to, F.T.E. reports, suspension information, and student records. Ability to provide consultation and advice to teachers, parents, principals, and District staff on exceptional student education policies, procedures, rules, regulations, and laws. Ability to organize and conduct meetings, to provide conflict resolutions, to communicate, plan and disseminate precise information and interpretation of technical issues related to exceptional student education.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To assure the development and delivery of an appropriate education in the least restrictive environment to all students eligible for exceptional education in Gadsden County.

SUPERVISES:

Program Specialists
 Coordinating Specialists
 Itinerant Exceptional Student Education Teachers
 Social Worker, Exceptional Student Educational
 Assigned Support Personnel

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
 Length of the work year and hours of employment shall be those established by the District.

DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Assure that all due caution and procedures for due process have been afforded the parents of students as it relates to the exceptional student education program.
- * (2) Initiate new programs and continuously plan for an expanded program for exceptional students.
- * (3) Promote adequate procedures for referral and identification of exceptional students.
- * (4) Serve as administrator for the development of all state and federal grants related to exceptional student programs and services.
- * (5) Plan with principals in providing appropriate programs and related services for exceptional students.
- * (6) Supervise the coordination of transportation for students in county and multi-district programs.
- * (7) Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in exceptional student education programs.
- * (8) Monitor the articulation of exceptional student education programs.

Interagency Communication and Delivery

- * (9) Supervise the coordination of appropriate Child Find, interagency, and intervention services for all eligible children aged birth to five.
- * (10) Provide administration for students participating in multi-district programs.
- * (11) Serve as a resource person to interpret exceptional student education and student services programs to school personnel and the community.
- * (12) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- * (13) Establish and maintain a close working relationship with community and governmental agencies to coordinate exceptional education services to students and families.
- * (14) Work closely with federal programs, elementary education and secondary education to ensure coordination of efforts.

Professional Growth and Improvement

- * (15) Assure the provision of inservice training programs for Exceptional Student Education personnel.
- * (16) Keep up-to-date and well-informed about trends and best practices, including changes in statutes, rules, and policies related to Exceptional Student Education.
- * (17) Maintain a network of peer contacts through professional organizations.
- * (18) Promote and support the professional growth of self and others.
- * (19) Assist principals and other appropriate personnel in keeping abreast of requirements and best practices in Exceptional Student Education.

Systemic Functions

- * (20) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- * (21) Assist in projecting F.T.E. and personnel needs for Exceptional Student Education programs.
- * (22) Provide input in the planning, modification, and construction of educational facilities.
- * (23) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- * (24) Assist in the recruitment, recommendation and supervision of Exceptional Student Education personnel and assess the need for additional personnel.
- * (25) Maintain a budget and provide allocations for assigned Exceptional Student Education staff.
- (26) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (27) Provide leadership and direction for the planning, implementation, and evaluation of Exceptional Student Education programs and services.
- * (28) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.

DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION (Continued)

- *(29) Use appropriate interpersonal styles and methods to guide individuals and groups to appropriate task accomplishment.
- *(30) Model and maintain high standards of professional conduct.
- *(31) Contribute to District planning activities, including setting goals and objectives and use of resources.

*Essential Performance Responsibilities