

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or related field, and at least one area of exceptional student education by the State of Florida.
- (3) Minimum of five years successful teaching and/or administrative experience in exceptional student education.
- (4) Experience as a principal of assistant principal preferred.

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 interpretations of technical issues related to exceptional student education.

REPORTS TO:

Superintendent

JOB GOAL

To assure delivery of appropriate public education in the least restrictive environment to exceptional students.

SUPERVISES:

Program Area Specialist
Itinerant Teachers
Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES

- (1) Provide leadership and assistance to the staff of schools with exceptional students.
- (2) Analyze the needs and problems of exceptional education students, including the maintenance of a continuing survey of student and community needs.
- (3) Coordinate the development of plans, procedures, and curriculum for each exceptional education program.

Board Approved December 14, 1999
Amendment Board Approved April 15, 2003

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DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION (Continued)

- (4) Promote and maintain adequate procedures for the referral and identification of exceptional students.
- (5) Facilitate and coordinate individual education plans, staffing and placement of students in appropriate programs.
- (6) Promote and maintain adequate procedures for student and teacher accounting, records management and completion of state and federal reports.
- (7) Coordinate programming of any data programs pertaining to exceptional education that will enhance the program or will result in a cost savings to the District with the data processing unit.
- (8) Develop and implement federal and state projects applicable to exceptional student education and maintain appropriate records as required by federal and state statutes.
- (9) Design, implement and coordinate effective screening procedures for the District's exceptional student programs.
- (10) Coordinate ESE program and service initiatives, with Student Services personnel to ensure appropriate services for eligible students.
- (11) Work with appropriate personnel in the planning, modification and construction of educational facilities.
- (12) Serve as a liaison and resource person with the community.
- (13) Oversee the development of administrative guidelines.
- (14) Assist in the development of policies.
- (15) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (16) Prepare all required reports and maintain all appropriate records.
- (17) Assist in the preparation of the budget and F.T.E. projections and reporting.
- (18) Develop, recommend, and administer the budget for the department.
- (19) Direct the development and administration of state/federal grants relating to exceptional students.
- (20) Work with special interest groups and committees concerned with exceptional students.
- (21) Work with principals and transportation in establishing exceptional education classes and services.
- (22) Oversee/coordinate contracts with outside agencies providing services to exceptional students.
- (23) Oversee and evaluate the work of staffing teams/committees.
- (24) Maintain a thorough knowledge of laws and rules impacting exceptional students.
- (25) Keep superintendent informed of activities and issues relating to the department.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.
- (27) Other duties assigned by the immediate administrator or supervisor.

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:

Approved Compensation plan, pay grade 12-15
12 months
7.5 hours per day

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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.

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