

JOB DESCRIPTION

TITLE DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree with an emphasis in Special Education, Educational Leadership, Administration/Supervision or related field and five years experience in education including at least two years as a school or ESE district administrator. Experience in administration of Exceptional Student Education programs and knowledge of Federal and State laws and procedures pertaining to the Individuals with Disabilities Education Act (IDEA). Knowledge and skills in utilization of personnel management policies and procedures. Basic computer skills required (e.g., ability to use email).
Language Skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries of complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or school board.
Mathematical Skills	Ability to calculate figures and amounts such as proportions, percentages, and salary calculations. Ability to apply concepts of basic algebra and geometry.
Certificate/License	Florida Certification in the field of Special Education and Educational Leadership or Administration/Supervision.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear. The employee is frequently required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Executive Director of Exceptional Student Education

GENERAL RESPONSIBILITIES

1. Assists Executive Director of Exceptional Student Education in the administration of all activities related to Exceptional Student Education program planning, delivery and evaluation of programs for students with disabilities, ages 3-21.
2. Assists with interpreting and implementing Federal and State special education mandates and regulations to insure compliance.
3. Prepares or oversees the preparation of all required local, state and federal reports and maintains appropriate records related to audits, monitoring, dispute resolution, and FTE surveys.

SPECIFIC RESPONSIBILITIES

1. Coordinates compliance monitoring of Exceptional Student Education records in accordance with local, state and federal policies, procedures and regulations.
2. Provides technical assistance and professional development to school personnel in matters related to identification and placement of students with disabilities to ensure efficient and appropriate implementation of staffing and placement procedures.
3. Implements all local, state and federal compliance standards as they relate to ESE staffing and placement.
4. Reviews, monitors, and updates District policies and procedures including Special Programs and procedures, relative to Exceptional Students.
5. Coordinates preparation of accurate and timely submittal of required local, state and federal reports.

6. Participates in the development and maintenance of Exceptional Student Education allocations for the purpose of ensuring appropriate support of programs and services to students with disabilities.
7. Collaborates in dispute resolution with all stakeholders in resolving disputes between families and schools.
8. Assists in the development of program goals and objectives, planning procedures and activities, and evaluation procedures and results.
9. Provides supervision of assigned personnel, conducts performance evaluations, and makes recommendations for appropriate employment actions to the Executive Director.
10. Interacts with parents, outside agencies, and the community to enhance understanding of District and Exceptional Student Education initiatives and priorities.
11. Oversees the John McKay Scholarship Program for students with disabilities and special education services for Parentally Placed Private School Students.
12. Performs other duties as assigned.