

JOB DESCRIPTION

TITLE EXECUTIVE 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 (5) years of administrative experience. Ability to supervise staff effectively; interact productively and effectively with parents, parent advisory groups, and State and Federal Departments of Education. Knowledge of Federal and State laws and procedures pertaining to the Individuals with Disabilities Education Act (IDEA). Basic computer skills required (e.g., ability to use email).
Language Skills	Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and school board.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
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 abstracts 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 25 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 in the workplace throughout his/her employment by the District.

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 Chief Instructional Officer

GENERAL RESPONSIBILITIES

1. Administers all activities related to Exceptional Student Education program planning, delivery and evaluation for pre-kindergarten, elementary, and secondary programs.
2. Interprets and implements Federal and State special education mandates and regulations and insures compliance.
3. Maximizes student achievement by identifying, analyzing, and recommending programs and services that enhance teaching and learning and monitoring and evaluating results for identified students with disabilities.

SPECIFIC RESPONSIBILITIES

1. Develops and monitors the District School Board of Collier County Special Programs and Procedures for Exceptional Students and submits to the Florida Department of Education.
2. Assures District compliance with federal, state and county laws, rules, regulations and policies that govern the educational services delivered to Exceptional Students, including the Individuals with Disabilities Education Act and No Child Left Behind.
3. Defines and promotes adequate procedures for the referral identification and assignment of exceptional students.
4. Maintains and monitors budgets for Exceptional Students Education, including the Individuals with Disabilities Education Act (IDEA) Entitlement, Severely Emotionally Disturbed Network (SEDNET), operational and other budgets assigned to ESE.
5. Participates in the development of strategic plans to meet the objectives set forth by the Superintendent.
6. Provides administrative leadership and supervision of ESE Elementary, Middle and High School Coordinators.

7. Provides administrative leadership of the District Behavior Specialists, Occupational and Physical Therapists, ESE Program Specialists, ESE Instructional Technology Specialists, Itinerant Teachers of Hearing Impaired, Itinerant Teachers of Visually Impaired, and Home School Intervention Counselors.
8. Supervises all office personnel assigned to Exceptional Student Education including clerical, data entry and bookkeeping.
9. Provides leadership in curriculum development and program evaluation for students with disabilities.
10. Assists in planning and implementing pre-school, post-school and school year professional development for exceptional student educators.
11. Works collaboratively within the Learning and Support Services Division and all other Administrative Divisions to provide coordinated program support to schools.
12. Provides technical assistance to building and district level administrators to resolve issues related to Exceptional Student Education programs.
13. Chairs the District ESE Advisory committee and collaborates with parents and community agencies to enhance learning and post-school employment opportunities for students with disabilities.
14. Performs other duties as assigned.