

**TITLE: DIRECTOR , EXCEPTIONAL STUDENT EDUCATION FLSA:Exempt**

**QUALIFICATIONS:**

1. Master's degree with certification in Educational Leadership, School Principal or Administration and Supervision, and at least one area of exceptional student education.
2. Minimum of five (5) years successful teaching and/or administrative experience in exceptional student education.
3. Such additional or alternative qualifications as the Board may find appropriate and acceptable.

**REPORT TO:** Assistant Superintendent

<b><u>JOB GOAL:</u></b>	To provide leadership in the planning, development, implementation and evaluation of exceptional student education programs and services designed to best meet the needs of students throughout the District.
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**SUPERVISES:** Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:** \*Essential Performance Responsibilities

- \* 1. Direct the planning, implementing, monitoring and evaluation of the Exceptional Student Education (ESE), which includes students who are gifted, Section 504 of the Civil Rights Act and English Speakers of Other Languages (ESOL) programs.
- \* 2. Direct the development and implementation of Child Find, referral, identification and placement of students with disabilities, ages three through twenty-two.
- \* 3. Direct ESE Parent Advisory Committee and all other parent services for ESE, 504 and ESOL students.
- \* 4. Develop, implement and monitor annual grant applications for ESE and ESOL.
- \* 5. Assist in providing staff development for all areas relating to ESE, 504 and ESOL.
- \* 6. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* 7. Direct the development, implementation and monitoring of psychological services for the district, including private and home school students.
- \* 8. Assist in the preparation and administration of the budget, FTE projections and allocation of staff.
- \* 9. Assist in the development of policies and guidelines for ESE, 504 and ESOL programs.
- \* 10. Direct the development and implementation of procedures for threats of violence made by any student (regular education, ESE, ESOL, etc.) against staff or other students.
- \* 11. Direct the development and implementation of alternative assessment procedures for ESE and ESOL students for whom the district and state assessments are inappropriate.
- \* 12. Direct the development and implementation of procedures for educational services for all students who are incarcerated in the county jail.
- \* 13. Communicate appropriately with School Board, administrators, district staff, school personnel and the public.
- \* 14. Assist school principals in the performance of their administrative and supervisory responsibilities for ESE, 504 and ESOL.
- \* 15. Provide assistance in developing and implementing the District Student Progression Plan, Code of Student Conduct and other documents as appropriate.
- \* 16. Participate in the development and implementation of the District Strategic Plan.
- \* 17. Coordinate behavioral services for all students including supervision of the district behavior specialist and contracted behavioral services.
- \* 18. Direct Medicaid Claiming Program district-wide.
- \* 19. Perform such other duties as may be assigned by the Superintendent.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quiet.

**TERMS OF EMPLOYMENT:** Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.