

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Director, Exceptional Student Education **Job Code:** 63020
Job Classification: 01 Instructional, District-Based Administrator **EEO Line:** 03
Job Class Category: D Administrative Personnel **Job Description Supplement Code:** 4
Reports to: Assistant Area Superintendent **Salary Locator:** Support Schedule 4
Instructional/Curriculum Development Services

SUMMARY:

The Director of Exceptional Student Education will coordinate, provide leadership and make available desired expertise and ESE support services to help schools achieve desired priorities in response to needs and disparities identified at the District and school levels.

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution
- (2) Valid State of Florida Educator's Certificate in Educational Leadership or Administration and Supervision; and at least one area of Exceptional Student Education preferred
- (3) Six (6) years educational leadership management experience, school administration experience required
- (4) Satisfactory criminal background check
- (5) ESOL Endorsement/Certification preferred

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) Skill in developing procedures and criteria for exceptional student programs
- (3) Ability to make decisions and final recommendations which routinely affect the activities of an entire department/facility/school
- (4) High degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
- (5) Competency to supervise established departmental, facility or school wide objectives.
- (6) Willingness to work with others and respond constructively to feed back; work collaboratively with colleagues
- (7) Knowledge of Exceptional Student Education programs, facilities, curricula, learning activities, materials and supplies, support services and teaching practices
- (8) Knowledge of state requirements and initiatives
- (9) Ability to submit, administer and evaluate federal grants for Exceptional Student Education programs
- (10) Ability to adjust tasks and schedule to changed priorities

SUPERVISES:

Professional, Instructional and Support Employees
Program Specialists; School Psychologists and Staffing Specialists

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
- (2) Ensures adherence to federal and state regulations regarding the provision of services to students with disabilities
- (3) Develop procedures and criteria for exceptional student programs
- (4) Monitors student eligibility for exceptional student programs
- (5) Supervises and evaluates the ESE personnel
- (6) Direct, support and monitor school specific Adequate Yearly Progress plans
- (7) Analyze student assessment information for program improvement initiatives

- (8) Supervises specially designed curriculum and instruction programs consistent with state statutes and board policies
- (9) Recommends policies and programs essential to the needs of exceptional students
- (10) Informs parents of students recommended educational placement and due process rights, and coordinates legal services with the board and ESE attorneys.
- (11) Informs the school principal of student eligibility for ESE programs
- (12) Develops procedures for maintenance of individual educational records of students enrolled in ESE programs
- (13) Monitors staff, IEP, Annual IEP reviews, and reassignment staffings
- (14) Monitors the implementation of state requirements and initiatives, including but not limited to McKay Scholarships, Medicaid Outreach, etc
- (15) Submits, administers and evaluations federal grants for exceptional student education programs
- (16) Assists in developing plans for physical plant facilities and makes recommendations for design, furnishings, and equipment space for exceptional students
- (17) Recommends policies and programs essential to the needs of exceptional students
- (18) Employees therapists, mental health and Pre-K consultants
- (19) Reports regularly to the Superintendent or Assistant Area Superintendent on any developments or situations with the district requiring the Superintendent's awareness or action
- (20) Establish high standards and expectations for all students to accept responsibility for behavior.
- (21) Supervise students and consistently administer rules regarding student behavior.
- (22) Assist students in learning to accept responsibility, demonstrate respect for people and property, and demonstrate self-discipline.
- (23) Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- (24) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration.
- (25) Work cooperatively with adults assigned (e.g., instructional, professionals, paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- (26) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (27) Attend required staff meetings and serve, as appropriate, on staff committees.
- (28) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (29) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (30) Perform any other duties as assigned by Superintendent or Assistant Area Superintendent

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.

EVALUATION:

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

BOARD APPROVAL:

February 2004
Amended: June 3, 2014