

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

DIRECTOR, EXCEPTIONAL STUDENT EDUCATION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification Educational Leadership or School Principal, and at least one area of exceptional student education.
- (3) Minimum of five (5) years successful teaching and / or administrative experience in exceptional student education.

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:

Executive Director for Curriculum & Instruction

JOB GOAL

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.

SUPERVISES:

School Psychologists
Staffing Specialists
Full-time Homebound Teachers
Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide leadership and assistance to the staff of schools with exceptional education 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 student education program.
- * (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) Assist with the coordination of programming of any data programs pertaining to exceptional student education that will enhance the program or will result in a cost savings to the District.
- * (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 education programs.
- * (10) Prepare or oversee the preparation of grant applications related to Exceptional Student Education.
- * (11) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (12) Prepare all required reports and maintain all appropriate records.
- (13) Assist in the review and revision of standing policies and the development of new policies and procedures related to Exceptional Student Education.
- (14) Provide liaison with other districts, State, and national programs, and with advisory, advocate, and parent groups, as appropriate.

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- (15) Assist in identifying and / or providing appropriate staff development activities related to Exceptional Student Education.
- (16) Respond to questions or concerns from parents, community and school personnel.
- (17) Assist with FTE projections and the budgeting process.
- (18) Represent the District in the mediation of DOE complaints, due process hearings, and OCR Complaints.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force 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 Board's policy on evaluation of personnel

*Essential Performance Responsibilities

Job Description Supplement Code 4

SALARY LOCATOR: Support Personnel Salary Schedule 4