

MARION COUNTY JOB DESCRIPTION

Position Title: Director of Exceptional Child Education

Department: Exceptional Child Education (ECE)

Reports To: Superintendent/Superintendent Designee

Approved By: Marion County Board of Education

Date: July 2022

SUMMARY: Supervises district level staff for exceptional child education programs. Works with the finance department to prepare and monitor exceptional child education program budgets. Directs the exceptional child education program of the District. Ensures program integration with the other instructional departments, the District and the State. Ensures compliance with all exceptional child education regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Plans, supervises, and evaluates ECE personnel
- Consults with staff, parents, and outside agencies regarding exceptional child students and programs offered
- Discusses exceptional child programs, personnel, and students with building administrators
- Communicates with parents regarding the evaluation and placement of their children
- Submits program documentation for approval, applies for grants, submits budgets and financial reports, and prepares and submits program reports to agencies
- Ensures compliance with local, state and federal guidelines
- Monitors staff caseloads
- Assists in recruitment, selection and recommendation for hiring ECE personnel.
- Stays informed of all legal requirements governing ECE
- Plans appropriate training for staff
- Recommends policies and programs essential to the needs of exceptional children
- Stays informed of all legal requirements governing special education.
- Provides leadership in establishing new programs and developing improved understanding of existing programs
- Develops and initiates programs for continuous identification of exceptional children
- Evaluates existing programs as an on-going responsibility, and recommend changes and additions as needed
- Develops and revises procedures for referral, securing medical reports, psychological examination, and placement

- Monitors the development and maintenance of individual records of all children ECE services
- Develops budget recommendations and provides expenditure control on established budgets for special education
- Interprets the objectives and programs of the special education services to the Board of Education, the administration, the staff, and the public at large
- Evaluates on an ongoing basis, the total special education program, procedures, and students' needs
- Communicates with parents of students enrolled in the program
- Supervises Medicaid compliance
- Performs other duties as specified by superintendent

SUPERVISORY RESPONSIBILITIES: Supervise employees in the ECE Department and is responsible for the overall direction, coordination, and evaluation of the program; carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: 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 and/or EXPERIENCES: Three years' successful experience in teaching special education; must have strong leadership and communication skills.

CERTIFICATION REQUIREMENTS: Must meet certification requirements as prescribed in the Kentucky Local Educator Assignment Data Manual. Possession of administrative certification as required by Kentucky law: Director of Special Education.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleagues, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

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.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Demonstrated leadership ability and general knowledge of issues and problems in all disability areas of special education. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 frequently required to sit and occasionally walk or stand. The employee is occasionally required to talk and hear. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position required meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others.

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 quiet. The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings, moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.