

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

DIRECTOR I – SPECIAL EDUCATION

QUALIFICATIONS:

- (1) Master's Degree with Certification in Administration and Supervision.
- (2) Minimum of five (5) years experience in exceptional student education.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of American Disabilities Act (ADA), Section 504 and the Rehabilitation Act. Understanding of the different areas of Exceptional Student Education (ESE) and the qualifications of each. Understanding of due-process requests, OCR complaints and parental complaints beyond the school level.

REPORTS TO:

Assistant Superintendent - Curriculum, Technology and Management Information Systems (MIS)

JOB GOAL

To ensure the provision of a free, appropriate education with related services for exceptional students in accordance with federal, state and local guidelines.

SUPERVISES:

ESE Specialists	Social Worker
Teacher on Special Assignment	Audiologist
Coordinator I - Program Planning	Special Center Principals
FDLRS and ESE Coordinator	Office Staff
Coordinator V – School Medicaid Services	

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Coordinate the development of an educational plan for ESE based on student needs, District goals and state and federal guidelines.
- * (2) Develop services for ESE students at non-public schools by contracts with outside agencies.
- * (3) Coordinate, implement and evaluate state and federal grants assigned to ESE Department.
- * (4) Develop procedures for data entry for reporting state and federal information required.
- * (5) Assist in developing educational specifications for new schools and renovations of existing schools.
- * (6) Assist in developing allocation formulas to determine teacher and paraprofessional allocations.
- * (7) Assist in the preparation of the division budget.

DIRECTOR I – SPECIAL EDUCATION (Continued)

- * (8) Coordinate the activities of FDLRS.
- * (9) Determine student eligibility for special programs consistent with state, federal and District policies.
- * (10) Promote community involvement in ESE programs.

Inter / Intra-Agency Communication and Delivery

- * (11) Interpret ESE programs to school personnel and the community.
- * (12) Coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
- * (13) Establish and maintain a close working relationship with community and governmental agencies.
- * (14) Respond to inquiries or concerns in a timely manner.
- * (15) Serve as a liaison with the Department of Education (DOE) for assigned areas.
- * (16) Interface with school personnel, parents and outside agencies to enhance understanding of the ESE goals and objectives.

Professional Growth and Improvement

- * (17) Assist in the development, implementation and evaluation of staff development activities.
- * (18) Set high standards and expectations for self and others.
- * (19) Attend state and regional conferences to keep well informed about trends and best practices.
- * (20) Maintain a network of peer contacts through professional organizations.
- * (21) Promote and support the professional growth of self and others.

Systemic Functions

- * (22) Prepare, implement and coordinate ESE projects and grants.
- * (23) Supervise assigned personnel, conduct annual appraisals and make recommendations for appropriate employment action.
- * (24) Prepare supporting data to implement or eliminate special classes, programs and services.
- * (25) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (26) Assist in projecting FTE and personnel needs for ESE programs.
- (27) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (28) Provide leadership and direction for the District ESE Program.
- * (29) Provide leadership and guidance in the development of annual goals and objectives for the ESE Program.
- * (30) Facilitate problem solving by individuals and groups.
- * (31) Demonstrate initiative in identifying potential problems and take appropriate action.
- * (32) Exercise proactive leadership in promoting the vision and mission of the ESE Program.
- * (33) Demonstrate initiative in fulfilling performance responsibilities and identifying means of improving programs and services.

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:

DIRECTOR I – SPECIAL EDUCATION (Continued)

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

Job Description Supplement No. 11

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 3

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2003