

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Director Exceptional Student Education

## GENERAL DESCRIPTION

The essential function of the position within the organization is to provide professional leadership in the development, implementation and oversight of special education instruction and related services. The position is responsible for supervising professional and administrative staff, coordinating Exceptional Student Education (ESE) programs and services District-wide, ensuring District compliance with state and federal laws pertaining to students with disabilities, and performing related professional, administrative and supervisory work as required. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Provides professional leadership in the development, implementation and oversight of the District's policies and programs for Exceptional Student Education.

Supervises the work and services of subordinate professional, paraprofessional, administrative and support staff, including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.

Develops and facilitates professional development opportunities for staff; serves as coach and mentor as necessary.

Develops and implements ESE program policies and procedures; establishes and monitors progress toward program goals and objectives.

Prepares and administers assigned budgets; approves expenditures and prepares related reports; projects ESE personnel allocations and requirements.

Researches and develops the necessary applications and proposals to obtain grants for program and project funding.

Ensures appropriate programs, services and transportation are available for ESE students.

Ensures program compliance with state and federal regulations pertaining to students with disabilities under the Individuals with Disabilities Education Act (IDEA) and other legislation.

Serves as District consultant and advisor regarding all ESE programs, Section 504/ADA compliance, school health programs, Medicaid reimbursement and others.

Coordinates services for students with disabilities, such as multi-district agreements, interagency agreements, occupational/physical therapy, psychological evaluations, independent medical evaluations for diagnostic purposes, private school placement and/or educational agreements with private programs or facilities.

Coordinates various types of screening programs related to student health and/or students with

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Director Exceptional Student Education

disabilities required by the District or the State Department of Education.

Coordinates the identification, evaluation and placement of students into and out of ESE programs.

Assists in the selection of materials and equipment used in ESE programs.

Evaluates department programs and services and makes adjustments as necessary to maximize program effectiveness.

Interprets the District's ESE program and related policies to the general public.

Represents the District on selected committees relating to special services and education.

Attends School Board meetings to address ESE services and concerns as required.

Coordinates the placement of ESE students in homebound and/or hospital programs as necessary.

Maintains required data on ESE students and submits reports to the District Superintendent, State Department of Education and/or other appropriate persons or agencies as required.

Researches, compiles data for and prepares various other statistical, administrative and professional reports as required by the District and/or other agencies.

Receives and responds to inquiries, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.

Performs general administrative work as required, including preparing correspondence, entering and retrieving computer data, reviewing mail and literature, attending meetings.

Attends meetings, training, seminars and conferences as appropriate to enhance job knowledge and skills.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

### **People Responsibility:**

*"People Responsibility" refers to individuals who have contact with or are influenced by the position.*

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Director Exceptional Student Education

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

**Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department, and/or handling of very large amounts of money.

**Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

**Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads scientific journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

**Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of principles of logical thinking, scientific, medical, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

**Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact - affects entire organization and the general public; probability of loss of life and/or damage is very likely.

**Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work*

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Director Exceptional Student Education

*aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a minimum of a master’s degree in exceptional child education or educational leadership.

### **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires Florida certification in a subject area and/or educational leadership or administration.

### **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires five years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 40 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

### **Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

### **Sensory Requirements:**

**MONROE COUNTY SCHOOLS  
POSITION DESCRIPTION**

**Title:** Director Exceptional Student Education

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Superintendent

**Supervises:**

Departmental Staff

PAY GRADE: From: 13901 To: 13925M

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/18/2016