

POSITION TITLE: Director of Exceptional Education

QUALIFICATIONS: Postgraduate professional license with endorsement in special education. Graduate study, in-depth understanding and extensive hands-on experience with the legal aspects and regulatory requirements associated with the education of students with disabilities required. A minimum of five years recent successful administrative experience in a large urban / suburban school district as an Assistant Director of Special Education; Senior Coordinator, Special Education Services; or an equivalent administrative position required. Endorsement in administration and supervision strongly preferred. Demonstrated successful leadership and administrative management skills required. Exceptional communications and public relations skills along with senior executive level research, organizational development and strategic planning skills are a necessity. Comprehensive knowledge of the foundation for educating students with disabilities and educational implications of various disabilities. Comprehensive knowledge of and in-depth understanding of the foundation of assessment and evaluation related to best special education practices. Extensive knowledge and hands-on experience with the principles and practices of public school administration, current trends in public school education and special education models. Must have the ability to provide visionary leadership and broad program management guidance for special education services in the schools and other facilities. These services include psychological, speech and language, occupational and physical therapy, preschool development, hospital education, juvenile detention education, and Medicaid in schools. Must have successful experience in working with parent, community and professional entities to address the needs of students with disabilities. Must have extensive experience with effective budget management and efficient staff supervision in order to successfully lead a department with a \$20 million annual budget and approximately 180 personnel providing comprehensive services at over 50 locations. Must have the ability to communicate with and work cooperatively with students, parents, diverse groups in schools, and community and business partners.

PERFORMANCE EXPECTATIONS: Under the direction of the Executive Director for Exceptional Education and Student Services, provides leadership in support of the Superintendent for the development, promotion, and implementation of the district's goals and objectives in the areas of exceptional education. Provides program guidance of all exceptional education and facilities, programs, centers and supervises assigned staff. Establishes and monitors the implementation of existing, new and modified programs. Recommends modifications, as appropriate, based on program evaluation. Serves as a liaison between the school division and the state Department of Education. Makes regular reports and recommendations to the School Board. Directly supervises assigned coordinators and/or specialists; monitors school-based compliance of exceptional education services; explains and interprets the exceptional education program goals and objectives to the staff, parents and the public; works cooperatively with advisory boards and other organizations to enhance exceptional education services; and actively responding to parent and community concerns. Ensures the integration of program directions and procedures with other school district programs. Effectively monitors the coordination and implementation of regulatory procedural requirements district-wide so that children who require exceptional education services can be an integral part of early childhood, elementary and secondary education. Actively participates in the selection and evaluation of staff,

provides an appropriate program of staff development and actively encourages research and development. Maintains a comprehensive understanding of exceptional education trends and the diagnostic and educational approaches in service to children with unique educational needs. Actively maintains an aggressive program to promote parent, community, school administrative staff, central office staff, and school board understanding of the significance and complexity of providing special education services and programs. Evaluation will be based on the successful achievement of established goals and objectives. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work directing the Office of Exceptional Education. Work requires frequent standing, light lifting up to 10 pounds, sitting, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Assistant Superintendent of Exceptional Education and Student Services

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 133

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt