

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Executive Director of Student Services and Exceptional Student Services

EMPLOYEE CATEGORY: 1/Administrative Personnel

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certified in Administration and Supervision or Educational Leadership.
- (3) Minimum of five (5) years successful experience in education.
- (4) Experience in Exceptional Student Education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends and research in all areas of exceptional student education and student services. Knowledge of issues related to exceptional student education curriculum and instructional techniques. Knowledge of federal, state and local rules, regulations, statutes, policies, special programs and procedures affecting individuals with disabilities. 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 education, student services and other assigned areas of responsibility. Ability to organize and conduct meetings, and provide conflict resolutions, to communicate, plan and disseminate precise information and interpretation of technical issues related to exceptional student education and student services.

REPORTS TO: Assistant Superintendent for Instruction

JOB GOAL

To provide appropriate educational programs for all students with emphasis on those with disabilities and those who require services to be successful in school.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Direct and coordinate the planning, implementation and evaluation of Exceptional Student Education (ESE).
2. Assure that all procedures for due process have been afforded the parents and students as it relates to the Exceptional Student Education Programs/Services.
3. Coordinate the development, writing and submission of reports, grants, and automated transmissions for ESE.
4. Monitor and coordinate the development and implementation of a student services plan to ensure effective and efficient delivery of guidance services, psychological services, visiting teacher, social work services and health services.
5. Provide for health screenings and screenings throughout the year.

2-14a

6. Serve as the Home Education contact for the District.
7. Coordinate the English for Speakers of Other Languages (ESOL) program, including writing the plan and ensuring provision for ESOL certification endorsement.
8. Initiate new programs and continuously plan for an expanded programs for exceptional students.
9. Promote adequate procedures for referral, identification, placement or transfer or exceptional students.
10. Serve as administrator for the development of all state and federal grants related to ESE programs, student services and other programs assigned.
11. Plan with principals in providing appropriate programs and related services for exceptional students.
12. Assist in the development and delivery of a coordinated system of student services to meet needs.

Inter/Intra-agency Communication and Delivery

13. Establish and maintain a close working relationship with community and governmental agencies to coordinate social, medical, health, juvenile justice and exceptional education services.
14. Serve as liaison with the Florida Department of Education in matters related to ESE and Student Services.
15. Collaborate with various agencies in the community, both public and private, when implementing the health services offered.
16. Coordinate and interpret State and District statutes, rules and policies pertaining to ESE and student services.
17. Coordinate the efforts of student services personnel with services provided by various community agencies.
18. Serve as a resource person to interpret ESE and Student Services programs.
19. Collaborate and cooperate with other District Administrators to ensure information exchange, coordination of efforts and general support for the decision-making process.

Professional Growth and Improvement

20. Ensure the provision of inservice training programs for ESE and Student Services personnel.
21. Keep up-to-date and well-informed about trends and best practices.
22. Maintain a network of peer contacts through professional organizations.
23. Promote and support professional development for self and others.
24. Attend meetings, conferences and workshops to enhance professional development.

Systemic Functions

25. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
26. Assist in projecting F.T.E. and personnel needs for ESE and Student Services programs.
27. Develop and monitor budgets of assigned programs.
28. Assist in the development of administrative guidelines and policies for programs assigned.
29. Prepare or oversee the preparation of all required reports and maintain all appropriate records.

30. Assist in the recruitment, recommendation and supervision of ESE personnel and assess the need for additional personnel.
31. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

Leadership and Strategic Orientation

32. Provide leadership and direction for the planning, implementation and evaluation of ESE and Student Services programs and services.
33. Contribute to District planning activities, including setting goals and objectives and use of resources
34. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
35. Use appropriate interpersonal styles and methods for guide individuals and groups to task accomplishment.
36. Model and maintain high standards of professional conduct.

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: 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

EVALUATION: Annually by the Assistant Superintendent for Instruction

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

SALARY ITEM NUMBER: Salary Item 31--Level II