



DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION (ESE)

Florida Christian School (FCS) is seeking to fill the administrative position of Director of Exceptional Student Education. The twelve-month position is a full-time job reporting directly to the Head of School. The Director of Exceptional Student Education assists the Head of School in promoting success of all students and colleagues by facilitating and implementing programs and support systems which are conducive to student learning and staff professional growth as it relates to ESE.

KEY RESPONSIBILITIES

- Supervises the Mental Health Department and Clinic
- Coordinates goal setting and planning processes within the ESE department, based on FCS vision and strategic directions aligned to the FCS mission statement.
- Direct, develop, implement and evaluate all ESE programs at FCS.
- Determine student eligibility for ESE programs based up to date on documents provided
- Responsible for monitoring all FCS Student Educational Plans
- Oversees that all student documentation is up to date as required by FCS (504, IEP, Psychoeducational Evaluations, etc.)
- Advocates, facilitates, and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of FCS goals and standards as relates to ESE.
- Review and provide leadership for ESE projects.
- Investigate/ analyze parent complaints of ESE to determine appropriate actions / strategies
- Coordinate and oversee outside therapist clearance to come on campus (i.e. speech therapists, OT, etc.)
- Assist in interviewing all ESE education staff
- Oversee creation and maintenance of records management data sheet of all ESE records
- Make recommendations in design, furnishings, equipment, and location of ESE facilities
- Oversee implementation of parent information opportunities as related to ESE (Coffee Chats)
- Collaborate and provide leadership for personnel in all areas of ESE
- Maintain informed on current research, trends, and best practices for ESE and ET
- Assists in the preparation of departmental FTE projections, staffing model recommendations and the establishment of budget priorities.
- Serves as a support to the Director of Admissions for incoming student academic placement for students with documentation.
- Participates in the planning and presentation of FCS In-Service training modules relating to ESE as requested by the Head of School.
- Coordinates ESE professional development for all supervised staff.
- Assists with the development and oversight of the ESE budget
- Participates in School Improvement Plans review and any action and reporting functions, uses data in decision making.

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

EDUCATION AND QUALIFICATIONS

- Master's Degree with state certification in any area of Exceptional Student Education, Educational Leadership
- Experience with supervision at both the elementary and secondary level.
- Ability to speak in a professional manner to individuals and target audiences.
- Professional experience in Exceptional Student Education
- Understanding of cognitive therapy and its impact on student learning
- Demonstrated skills in the essentials of school administration
- Demonstrated organizational and communication skills
- Ability to meet deadlines and work under stress.

IDEAL PERSONAL PROFILE

- Must profess faith in Christ as Lord and Savior and fully adopt FCS's mission/vision as a ministry.
- A strong leader of people that adopts a servant leadership approach in dealing with the Head of School, Board of Directors, FCS Administrators and FCS employees, including direct reports.
- Strong work ethic combined with a high level of personal and professional integrity.
- Strong interpersonal and communication (verbal and written) skills.
- A detail-oriented team player with a strong emotional quotient that works well with others in developing and implementing pragmatic solutions to challenges.
- A first-rate intellect with strong analytical skills who is willing to engage in high-level thinking as well as do "real work" that others might consider beneath their position.
- Reliable individual who consistently follows through on commitments.

BENEFITS

- The salary offered will be commensurate with experience.
- Free tuition for children of FCS employees (tax-free benefit)
- Section 125 Health Insurance Plan
- 403(b) Retirement Plan
- Vacation, Holidays and PTO

Applicants interested in applying for this position should submit their resume via email to the Director of Human Resources: Kmiro@floridachristian.org.