

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

DIRECTOR, STUDENT SERVICES AND EXCEPTIONAL STUDENT EDUCATION

QUALIFICATIONS:

- (1) Master's Degree in Educational Administration and Supervision or educational leadership with specialization in exceptional student education.
(2) Certification in Administration and Supervision / Educational Leadership and Exceptional Student Education.
(3) A minimum of five (5) years successful teaching and / or administrative experience in exceptional student education or student services.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school improvement research and trends. Knowledge of effective school concepts and principles. Knowledge of Total Quality management and its significance for continuous quality improvement in education. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of statutory and regulatory requirements in areas of responsibility. Knowledge of legal requirements and issues regarding the handicapped. Knowledge of exceptional student education curriculum and student services. Ability to supervise people. Ability to plan and present information to the public. Ability to make decisions based on relevant information. Ability to understand the Course Code Directory and Florida statutes related to curriculum requirements. Extensive understanding of the Student Progression Plan to be submitted to the School Board for approval. Ability to balance several job functions at one time and work under a heavy workload. Ability to work cooperatively with other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the District at State and regional functions.

REPORTS TO:

Executive Director of Teaching and Learning

JOB GOAL

To provide leadership in the planning, development, implementation and evaluation of exceptional student education programs and services designed to best meet the needs of students throughout the District.

SUPERVISES:

- Exceptional Student Education Coordinator
Staffing Specialist
School Psychologist(s)
License Psychologist
Behavioral Analyst
Other Support Personnel as assigned
Attendance Assistant / Truancy Officer
Visiting Teacher, Hospital / Homebound
Teacher, Visually Impaired (Contracted)
Physical Therapist (Contracted)
Mental Health Therapist(s) (Contracted)
Auditory / Verbal Therapist (Contracted)

DIRECTOR, STUDENT SERVICES AND EXCEPTIONAL STUDENT EDUCATION (Continued)

Occupational Therapist (Contracted)

PERFORMANCE RESPONSIBILITIES:

- * (1) Direct and coordinate the planning, implementation, and evaluation of exceptional student education programs.
- * (2) Prepare, implement, and coordinate Exceptional Student Education projects and grants.
- * (3) Supervise the development and implementation of a student services plan to ensure effective and efficient delivery of guidance services, psychological services, visiting teacher and social work services, occupational and placement services, health services, follow-up services, student records services, and attendance services.
- * (4) Provide leadership and direction for the planning, implementation, evaluation and reporting of student services grants and projects.
- * (5) Develop and administer cooperative agreements and contracts with other school districts, government and community agencies, and private schools.
- * (6) Implement and monitor suitable procedures for screening and diagnosis of students' problems.
- * (7) Implement and monitor procedures for placement, transfer, and program completion for students in exceptional student education programs.
- * (8) Implement and monitor the development and utilization of individual educational plans for students in exceptional student education programs.
- * (9) Serve as a resource person to interpret exceptional student education and student services programs to school personnel and the community.
- * (10) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- (11) Develop and recommend the annual District plan for exceptional student education.
- (12) Coordinate the development, implementation, and on-going evaluation of exceptional student education curriculum
- (13) Direct and coordinate program planning to involve District and school personnel, community representatives, and students when appropriate.
- (14) Recommend the establishment or elimination of special classes, programs, and services.
- (15) Assist in the coordination of transportation and services for exceptional education students.
- (16) Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in exceptional student education programs.
- (17) Serve as program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies, and equipment for exceptional student education programs.
- (18) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- (19) Assist the Assistant Superintendent, Curriculum and Instruction in maintaining appropriate coordination between exceptional student education program, student services programs, and other programs.
- (20) Monitor the articulation of exceptional student education programs.
- (21) Coordinate activities involving the Florida Diagnostic and Learning resources System.
- (22) Provide input in the planning, modification, and construction of educational facilities.
- (23) Serve as liaison with community and governmental agencies to coordinate social and medical services.
- (24) Serve as liaison and resource person for out-of-district students.
- (25) Keep informed concerning current trends in education.
- (26) Assist principals, as needed, in the recruitment, selection, placement, and appraisal of exceptional student education and student services personnel.

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DIRECTOR, STUDENT SERVICES AND EXCEPTIONAL STUDENT EDUCATION (Continued)

- (27) Assist in the development of administrative guidelines for exceptional student education and student services.
- (28) Assist in the development of policies for exceptional student education and student services.
- (29) Assist in the development, implementation, and evaluation of staff development activities.
- (30) Promote community involvement in exceptional student education programs and activities.
- *(31) Prepare all required reports and maintain all appropriate records.
- (32) Assist in the preparation of the instructional services budget.
- (33) Supervise and coordinate the development of the District Code of Student Conduct.
- (34) Supervise the Home Education Program as provided in Florida statutes.
- (35) Perform other incidental tasks consistent with the goals and objectives of the position.

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:

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

* Essential Performance Responsibilities

Job Description Supplement Code 4