



DIRECTOR OF EXCEPTIONAL CHILDREN
Position Description

Title: Director of Exceptional Children
Location: Central Office
Terms of Employment: Full Time, 12 months
Effective Date:
FLSA Status: Exempt

Purpose

The Director of Exceptional Children directs and supervises programs and services for students in the district with special needs.

Qualifications

- Bachelor's degree in Education or related field
- Three to five years of experience as a program administrator

Duties and Responsibilities

- Coordinates the efforts of federal, state, and local agencies, private specialists, parents, and program employees to provide the services needed by students as determined by department staff
- Monitors overall effectiveness of program
- Ensures all programs are implemented within federal, state, and local regulations
- Supervises and conducts personnel administration duties for staff, including hiring and terminations, staff development, evaluating, assigning special duties, monitoring attendance and travel reports
- Performs other duties as assigned by immediate supervisor

Skills and Abilities

- Ability to maintain strict confidentiality
- Ability to assess the needs of students
- Ability to plan, develop, implement, and evaluate large programs
- Exhibits listening, patience, caring, and empathy when relating to staff and community
- Strong organizational skills
- Effective communication and interpersonal skills

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