



Richmond County Schools

Dr. Joe Ferrell, Superintendent
118 Vance Street, Hamlet, North Carolina 28345
Phone: 910-582-5860

POSITION:

Director of Exceptional Children

REPORTS TO:

Assistant Superintendent of Curriculum and Instruction

JOB DESCRIPTION:

The Director of Exceptional Children is responsible for the leadership, coordination, compliance, and implementation of programs and services for students with disabilities in accordance with federal, state, and local regulations. This position plays a vital role in ensuring equitable access to education for all exceptional children by providing strategic planning, staff development, policy guidance, and oversight of service delivery. The Director works collaboratively with internal departments and external agencies to support student achievement, maintain compliance, and continuously improve services across the district.

QUALIFICATIONS:

- Bachelor's Degree in exceptional children, or a related field
- Master's Degree required
- Maintain a North Carolina Teaching License
- 5 to 7 years of experience working with exceptional children either as a teacher or in an administrative capacity; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

ESSENTIAL JOB FUNCTIONS:

- Plan, develop, and oversee a comprehensive district-wide Exceptional Children (EC)

program that aligns with student needs and regulatory standards

- Ensure compliance with all federal (IDEA), state, and local regulations through communication with the NC Department of Public Instruction, Office for Civil Rights, and other governing agencies
- Lead the development and implementation of EC-related policies, procedures, and best practices
- Assist with budget planning and resource allocation to ensure the effective delivery of EC programs and services
- Monitor and evaluate the effectiveness of EC services and provide data-driven recommendations for program improvements
- Provide consultation and support to school-based staff regarding student placements, interventions, and individualized education programs (IEPs)
- Oversee due process, mediation, and resolution sessions when necessary, ensuring legal compliance and advocacy for student needs
- Coordinate with EC Program Specialists on placement decisions and service delivery across separate or inclusive educational settings
- Organize and lead ongoing professional development opportunities for EC staff to improve instructional practices and compliance
- Prepare and submit required reports to state and federal agencies in a timely and accurate manner
- Maintain confidential and accurate records of student services, staffing, and compliance activities
- Attend state and regional meetings to remain updated on policy, law, and procedural changes affecting EC services
- Perform additional duties and responsibilities as assigned by the Superintendent or designee

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment. Work in this classification is considered light physical

work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Employment will require extensive background check.