

**Job Title:** Director – Exceptional Student Education



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Administrative – 3

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to ensure the provision of a free, appropriate education with related services for exceptional students in accordance with federal, state, and local guidelines.

## **ESSENTIAL JOB FUNCTIONS**

- Coordinates the development of an educational plan for ESE based on student needs, District goals, and state and federal guidelines.
- Visits schools in order to gain input and assist in meeting the needs of students.
- Develops services for ESE students at non-public schools by contracts with outside agencies.
- Writes and/or edits contracts with agencies or service providers for services to students with disabilities.
- Coordinates, implements, and evaluates state and federal grants assigned to ESE Department.
- Develops procedures for data entry for reporting state and federal information required.
- Assists in developing educational specifications for new schools and renovations of existing schools.
- Assists in developing allocation formulas to determine teacher and paraprofessional allocations.
- Assists in the preparation of the departmental budgets and approves each expenditure from said budgets.
- Submits IDEA, Medicaid, and District budgets for approval through state and local systems.
- Supervises activities related to compliance monitoring and program audits.
- Supervises processes that determine student eligibility for special programs consistent with state, federal, and District policies.
- Writes District Special Policies and Procedures for Exceptional Student Education.
- Promotes community involvement in ESE programs.

- Chairs FDLRS's Coordinating Council to articulate ESE training/support needs.
- Interprets ESE programs to school personnel and the community.
- Coordinates program planning to involve District and school personnel, community representatives, and students when appropriate.
- Establishes and maintains a working relationship with community and governmental agencies.
- Responds to inquiries or concerns in a timely manner.
- Serves as a liaison with the Department of Education (DOE) for assigned areas.
- Interfaces with school personnel, parents, and outside agencies to enhance understanding of the ESE goals and objectives.
- Assists in the development, implementation, and evaluation of staff development activities.
- Sets high standards and expectations for self and others.
- Attends state and regional conferences to keep well informed about trends and best practices.
- Maintains a network of peer contacts through professional organizations.
- Promotes and supports the professional growth of self and others.
- Prepares, implements, and coordinates ESE projects and grants.
- Supervises assigned personnel, conducts annual appraisals, and makes recommendations for appropriate employment action.
- Prepares supporting data to implement or eliminate special classes, programs, and services.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Assists in projecting FTE and personnel needs for ESE programs.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution with Certification in Administration and Supervision or Educational Leadership.
- Minimum of ten (10) years of experience in exceptional student education.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge and understanding of Individuals with Disabilities Education Act (IDEA) and American Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973. Understanding of the various programs and related services within Exceptional Student Education (ESE) and the qualifications of each.
- Requires the ability to respond to due process requests, OCR complaints, and parental complaints beyond the school level.
- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to develop policies, long range plans, and allocate funds.
- Requires the ability to determine goals, policies, and desired outcomes for multiple units and the appropriate level of resources to meet the organization's needs.
- Requires the ability to provide updates to senior managers, elected officials, or other community groups or organizations.
- Requires the ability to accept, receive, and/or collect payments.

- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to manage or administer grant funds.
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

**PHYSICAL DEMANDS**

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. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**