

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

DIRECTOR, STUDENT SERVICES / EXCEPTIONAL STUDENT EDUCATION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership and Exceptional Student Education, preferred.
- (3) Minimum of three (3) years successful teaching experience.
- (4) Minimum of three (3) years successful administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends and research in exceptional student education, issues related to exceptional education curriculum and instructional techniques; rules, regulations, statutes, policies, special programs, and procedures affecting disabled individuals on a federal, State, or local level. Access to and understanding of litigation affecting disabled individuals. Knowledge of and ability to use student database systems, including but not limited to, F.T.E. reports, suspension information, and student records. Understand the continuum of ESE services that can be used to meet the individual needs of the student to provide an appropriate education in the Least Restrictive Environment (LRE). Ability to provide consultation and advice to teachers, parents, principals, and District staff on exceptional student education policies, procedures, rules, regulations, and laws. Ensure that schools and district follow all state and federal regulations relative to the identification, placement and program development for students with disabilities and School Board rules and guidelines. Ability to organize and conduct meetings, to provide conflict resolutions, to communicate, plan and disseminate precise information and interpretations of technical issues related to exceptional student education and student services.

REPORTS TO:

Assistant Superintendent

JOB GOAL

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

SUPERVISES:

Coordinator, Exceptional Student Education, Section 504
School Social Workers
Hospital / Homebound Teachers
Occupational and Physical Therapists
Psychologists
Speech Language Pathologists
Orientation and Mobility Transition Specialist
Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

DIRECTOR, STUDENT SERVICES / EXCEPTIONAL STUDENT EDUCATION (Continued)

- * (1) Direct and coordinate the planning, implementation, and evaluation of exceptional student education programs.
- * (2) Prepare, implement, and coordinate ESE 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, social work services, occupational, physical therapist, orientation and mobility.
- (4) Serve as the Mental Health Coordinator.
- (5) Provide professional development to district-wide staff in the area of Special Education and Best Practices.
- * (6) Provide leadership and direction for the planning, implementation, evaluation, and reporting of student services grants and projects.
- * (7) Develop and administer cooperative agreements and contracts with other School Districts, government and community agencies and private schools.
- * (8) Implement and monitor procedures for placement, transfer, and program completion for students in exceptional student education programs.
- * (9) Implement and monitor the development and utilization of individual educational plans for students in exceptional student education programs.
- *(10) Serve as a resource person to interpret exceptional student education and student services programs to school personnel and the community.
- *(11) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- (12) Develop the annual special programs and procedures as required by FDOE Bureau of Exceptional Student Education.
- (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 projecting FTE and personnel needs for exceptional student education and student services program.
- (16) Assist in the coordination of transportation and services for exceptional student education and student services programs.
- (17) Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in exceptional student education programs.
- (18) Serve as a 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.
- (19) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- (20) Assist in maintaining appropriate coordination between exceptional student education programs, student services programs, and other programs.
- (21) Monitor the articulation of exceptional student education programs.
- (22) Coordinate activities involving the Florida Diagnostic and Learning Resources System and other discretionary programs.
- (23) Provide input in the planning, modification, and construction of educational facilities.
- (24) Establish and maintain a working relationship with community and governmental agencies to coordinate social, medical, health, juvenile justice, and exceptional education services to students and families.
- (25) Serve as liaison and resource person for out-of-District Exceptional Education students.
- (26) Keep informed concerning current trends in education.
- (27) Assist principals, as needed, in the recruitment, selection, placement, and appraisal of exceptional student education and student services personnel.
- (28) Assist in the development of administrative guidelines for exceptional student education and student services.

DIRECTOR, STUDENT SERVICES / EXCEPTIONAL STUDENT EDUCATION (Continued)

- (29) Assist in the development of policies for exceptional student education and student services.
- (30) Assist in the development, implementation, and evaluation of staff development activities.
- (31) Promote community involvement in exceptional student education programs and activities.
- *(32) Prepare all required reports and maintain all appropriate records.
- (33) Monitor and evaluate IEP compliance and implementation.
- (34) Assist in the preparation of the division / department budget.
- (35) Oversee monitoring procedures for Section 504.
- (36) Support and assist in the District's implementation of the full service school concept.
- (37) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(38) Ability to work in a constant state of alertness and safe manner.

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

Lane A2

Salary Index 1.0390 of the Administrative Salary Schedule

DOE Job Code 63020

Revised Board Approval ~~04/11/2017~~ ~~09/27/2022~~ 2/14/2023