

JOB TITLE  
EXECUTIVE DIRECTOR  
EXCEPTIONAL CHILD EDUCATION

DIVISION  
ADMINISTRATION

REPORTS TO  
SUPERINTENDENT

SALARY SCHEDULE & GRADE  
IV, GRADE16

LENGTH OF WORK YEAR  
260 DAYS

DATE  
OCTOBER 25, 2010

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the overall coordination of ECE programs and services which focus on compliance, as well as consistency and quality of programs for students; provides leadership to the district in complying with federal and state laws and regulations; maintains effective communication among Jefferson County Public Schools, Kentucky State Department of Education, and the community on matters relating to exceptional child education.

PERFORMANCE RESPONSIBILITIES

1. Directs the program assessment and placement activities of exceptional child education.
2. Provides leadership in working with Principals and school staffs in planning and implementing district, state and federal guidelines, policies and procedures.
3. Maintains and compiles data to be used in research to assess effectiveness of the program.
4. Supervises and provides direction to implement goals, objectives and functions of the organizational unit.
5. Initiates policy, formulates and recommends program goals and objectives as appropriate.
6. Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated amounts.
7. Provides effective leadership to implement performance evaluation procedures for staff.
8. Cooperates and coordinates with other organizational units and Principals to implement common goals and objectives.
9. Assumes effective implementation of district goals and objectives where applicable.
10. Performs other duties as assigned by the Superintendent.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Certification as a director of special education
2. Three (3) years of successful experience as a classroom teacher with at least two (2) years in exceptional child education
3. Three (3) years successful experience in administration and/or supervision of exceptional child education

DESIRABLE QUALIFICATIONS

1. Advanced degree in exceptional child education
2. Training in a variety of special education areas and/or related areas
3. Experience in teaching and/or administration of regular education programs

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