

01/2017

NORTHERN KENTUCKY COOPERATIVE FOR EDUCATIONAL SERVICES JOB DESCRIPTION

POSITION TITLE: Regional Director of Special Education

RESPONSIBLE TO: NKCES Executive Director

QUALIFICATIONS/CERTIFICATION(S):

- Administrative Certification for Special Education Director or Supervisor highly preferred or such alternative to the above as the NKCES may find appropriate
- Master's Degree and experience in special education administration highly preferred
- Extensive Experience in coaching and providing training on best practices.
- Experience at the regional level with cooperatives, KDE or other regional experience preferred.

GENERAL RESPONSIBILITIES:

- Coordinate services for students with disabilities to ensure that the Northern Kentucky Cooperative for Educational Services develops and provides services according to the specifications of the Special Education Cooperative Grant
- Provide technical assistance and professional development to local district directors of special education and district and regional programs regarding special education regulations; policies and procedures, related services and alleged violations of state and federal law.
- Provide and oversee coaching for educators and training for educators on best practices to close achievement gaps. Oversee IDEA budget according to NKCES Board of Directors and KDE expectations.
- Actively seek, write and apply for grant opportunities to support identified work for the region.
- Supervise all Special Education Cooperative staff as assigned by the Executive Director and all NKCES special education services including, but not limited to the special education grant provisions.

SPECIFIC DUTIES:

- Review, research, compile and present information about special education issues, laws (including IEP components), concerns and questions raised by district directors of special education.
- Research, review, and analyze relevant materials such as legislation, national reports, materials from other states, current research in special education; e.g., assessment, least restrictive environment, and program effectiveness; stay current on educational trends
- Represent Northern Kentucky and NKCES at key state-wide meetings, committees, and conferences
- Oversee professional learning opportunities and services to region to include all districts and Regional School Programs.
- Lead and develop coaching staff in daily work to serve districts, region and state.
- Facilitate positive PR to communicate and promote NKCES within the districts, the region and the state.

GRANT ACTIVITIES:

- Make available to all interested persons and/or organizations, state regulations and

proposal information related to the Northern Kentucky Cooperative for Educational Services, the Special Education Cooperative, its grant and its functions.

- Act as liaison between KDE, agencies, organizations, practitioners, local DOSE, and the Cooperative.
- Responsible for the provision of services to local districts, staff, students, and families as identified in the grant application. Complete an annual written report to the local district DoSE and Board of Directors as delineated in the current grant application. Coordinate and provide local and regional professional development events incorporating recommendations of the Executive Director, DOSE, Consortium of Development Coordinators, and any other identified parties/agencies.
- Develop and present professional development regarding special education regulations, IEPs, due process policies and procedures to district directors of special education, district and regional program administrators, as well as teachers and service providers

REGIONAL/DISTRICT PROGRAMS AND SUPPORT:

- Implement all directives from the NKCES Board of Directors as advised by the NKCES Executive Director.
- Supervise regional special education programs with guidance from NKCES Board of Directors, NKCES Executive Director and Directors of Special Education.
- Facilitate meetings of the Special Education Cooperative Advisory Board. Oversee coordination of professional learning to build educator capacity within the region.
- Coordinate and document regional training
- Assist local district directors of special education to review, analyze and respond to requests for information regarding compliance to state and federal law in the provision of special education and related services.
- Any other duties as assigned by NKCES Board of Directors or NKCES Executive Director.

EMPLOYMENT:

Full time employment, 235 days

SALARY:

Commensurate (using rank and experience) with NKCES and NKY District salary schedules

EVALUATION:

Annual evaluation in accordance with performance of job description and NKCES policies and procedures NKCES is an equal opportunity employer