

04/2019

NORTHERN KENTUCKY COOPERATIVE FOR EDUCATIONAL SERVICES JOB DESCRIPTION

POSITION TITLE: Regional Director of Special Education

REPORTS TO: NKCES Executive Director

QUALIFICATIONS/CERTIFICATION(S):

- Master's Degree in Education.
- Director of Special Education Certification; Minimum of 5 years of experience in public education in an LEA setting.
- Preferred experience as (1) a special education director, (2) special education consultant or (3) other administrative/supervisory position related to special education.
- Strong knowledge of the individuals with Disabilities Education Act.
- Experience at the regional level with cooperatives, KDE or other regional experience preferred.
- Experience in conducting professional development activities.
- Strong leadership skills; demonstrated ability to work independently and to supervise others.
- Good interpersonal skills; strong ability to promote positive public relations.

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 Proposal from the NKCES to Implement Special Education Initiatives Identified by the Kentucky Department of Education and to Provide Special Education Services to Local School Districts on a Regional Basis (hereafter referred to as Proposal).
- Provide technical assistance and professional development to local district directors of special education and district and regional programs regarding the IDEA and its implementing regulations and local district.
- Provide training support for districts when alleged violations of state and federal law occur.
- Provide and oversee coaching and training for special educators on evidence-based practices to close achievement gaps.
- Oversee IDEA budget according to the agreed-upon Proposal.
- Actively seek, write and apply for grant opportunities to support identified work for IDEA-aligned goals.
- 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 Proposal.

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 assigned 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:

- Carry out the duties and expectations of the Regional Special Education Cooperative as agreed upon in the Proposal.
- 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 Directors of Special Education (DoSEs), and the Cooperative.
- Responsible for the provision of services to local districts, staff, students, and families as identified in the Proposal. Complete an annual written report to the local district DoSEs and Board of Directors as delineated in the current Proposal. Coordinate and provide local and regional professional development events incorporating recommendations of the Executive Director, DoSEs, Consortium of Professional Development Coordinators.
- 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:

- 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 IDEA 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.

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