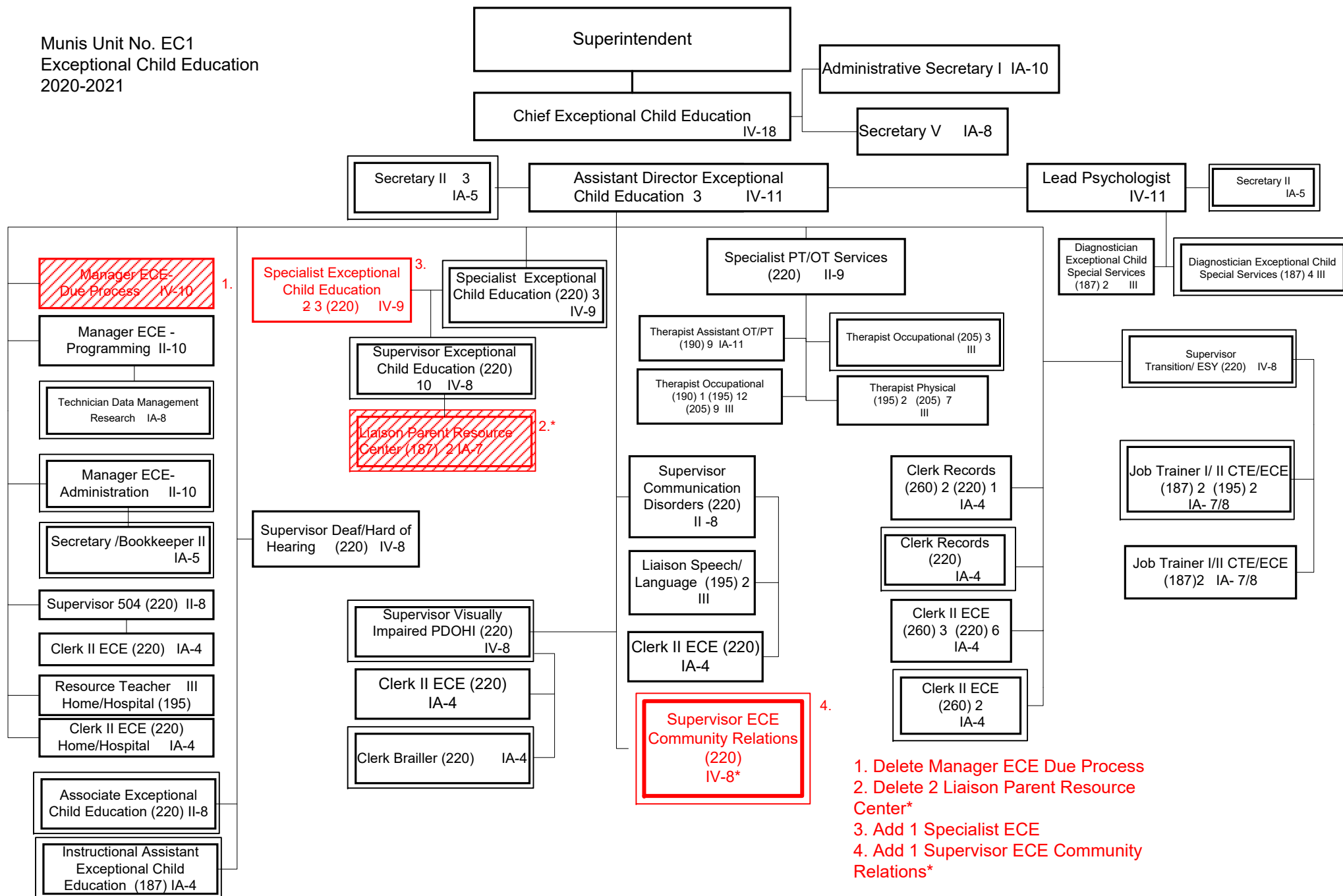
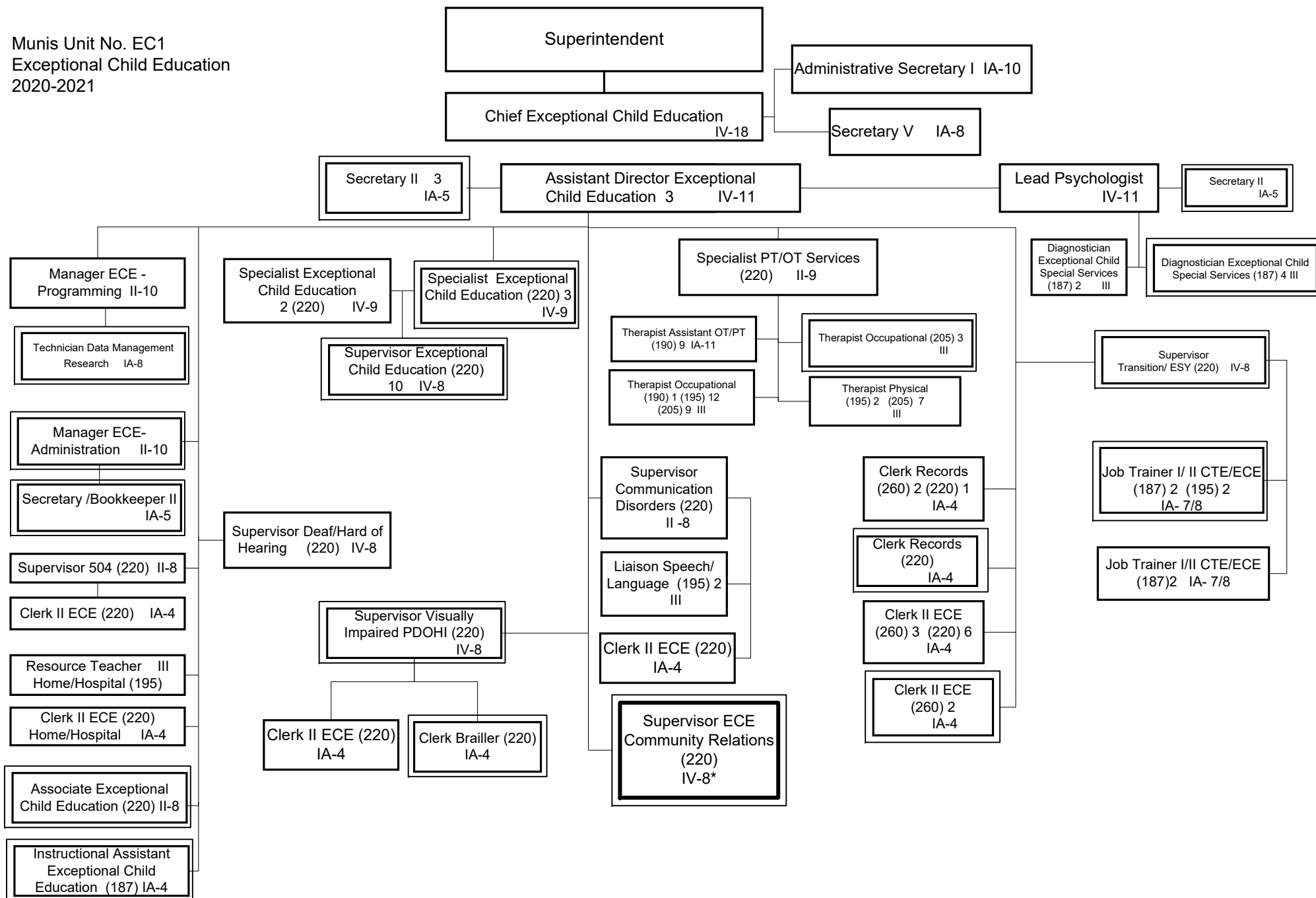


Munis Unit No. EC1
Exceptional Child Education
2020-2021



Summary:
General Fund Positions:78
Categorical Fund Positions:44 40





NEW: Submitted:
7/1/2021 5/4/2021

JOB TITLE:	SUPERVISOR ECE COMMUNITY RELATIONS
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Serves as the connection between the district and parents of students with disabilities, implementing policies and coordinating programs to support students with disabilities. Plans, organizes, executes, and/or coordinates various parent relations programs, projects, initiatives, and activities; and works with schools, and other District staff to increase parent/school interaction. Ensures compliance with the Individuals with Disabilities Education Act (IDEA), Kentucky Administrative Regulations (KARs) and District ECE policies/procedures. Provides technical assistance and support for the implementation of the KARs and the IDEA.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes and maintains on-going communication with community agencies and organizations

Develops and maintains supportive, strength-based, culturally sensitive relationships with students and their families

Supports the parent community; responding to parent emails/phone calls, proactively reaching out to parents

Organizes and oversees the Exceptional Child Education Advisory Committee

Develops and implements workshops, seminars and forums which address timely topics, such as parent/teacher conferences, strengthening parents' knowledge and skills in IDEA and supports parents in ARC meetings

Works collaboratively with advocates, schools, and other staff persons who work with parents and families to facilitate open dialogue about parent involvement issues in the District and to develop a comprehensive, coordinated approach to parent involvement

Aids in the explanation of district, school and program goals and objectives to the community

Assists in identifying children with special needs and make the necessary referrals

Participates in conferences, workshops, and other trainings as required by the program

Travels to locations in the community where parent events are held or where eligible children and families are located

Visits participants' homes or other locations, as needed

Maintains and preserves confidential student information

Maintains accurate records on the program and provides data and reports to appropriate personnel

Completes all trainings and other compliance requirements as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's Degree or higher in Kentucky teacher certification in Special Education

Two (2) years of successful experience in teaching special education or equivalent professional experience in area of assignment

Knowledge of federal and state laws and regulations regarding programs for exceptional children

Experience in equity, inclusion and culturally responsive education

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace