



NEWEffective: 07/01/2021
 Submitted: 5/4/2021
 6/8/2021

JOB TITLE:	SUPERVISOR COMMUNITY RELATIONS-ECE
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 with a in Kentucky ~~teacher~~ certification in Director of Special Education or instructional leadership or Supervision or Certification in School Counseling or Exceptional Children Consultant

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



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