



~~NEW:~~ Revised: Submitted:
 07/01/2022 06/28/2022
 08/03/2022 08/02/2022

JOB TITLE:	MANAGER AUTISM AND ECE PROGRAMS
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4676
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Coordinates and monitors District and school ECE staff in the areas of Autism Spectrum Disorders (ASD) and ECE programs and services; monitors the implementation of assigned program or activity; provides professional development as assigned; surveys system-wide needs in area of assignment and determines the effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned. 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

Assumes responsibility for ECE program areas and develops short-range and long-range planning to improve outcomes for students with disabilities

Supports ECE staff in designing schedules and developing treatment plans for students with autism

Serves as the primary communication link among the ECE program staff as the spokesperson in meetings with school and community personnel

Researches current practices in ECE program area(s) to address achievement and opportunity gaps and improve outcomes for students with disabilities

Works cooperatively with the program directors, specialists, and supervisors in assessing and addressing the District's priorities and needs and in developing, reviewing, and revising programs or activities as assigned

Supervises and directs the work of committees and task forces as assigned

Assures compliance with federal, state, and District policy, administrative procedures, and negotiated agreements as applicable to assignment

Assists with development of reports for ECE program area(s) as required

Assures compliance with Board Goals and Administrative Objectives related to area of assignment

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Master's Degree or higher in assigned area

Kentucky Teacher Certification in Special Education

~~Successfully completed an applied behavior analysis degree program~~

Three (3) years of successful experience as a special education teacher
Leadership experience in a special education relevant field
Effective communication skills
Safe Crisis Management Certification or willing to get it
Expertise in autism spectrum disorder and in-depth knowledge of behavior disorders

DESIRABLE QUALIFICATIONS
Certification in Director of Special Education
Course work in applied behavior analysis
Expertise in a diverse workplace
Expertise in equity, inclusion, and culturally responsive education



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DESIRABLE QUALIFICATIONS
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Expertise in a diverse workplace
Expertise in equity, inclusion, and culturally responsive education



NEW: Revised:

Submitted:

07/01/2022

06/28/2022

08/03/2022

08/02/2022

JOB TITLE:	SPECIALIST- ECE IDEA (AGES 3-5 AND PRIVATE SCHOOL)
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4674
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the area of assignment; develops, monitors, and implements assigned program or activity; provides in-service as assigned; surveys system-wide needs in the area of assignment and determines the effectiveness of assigned program or activity; supervises and directs work of committees and other groups as assigned; and ensures compliance with the Individuals with Disabilities Act (IDEA), Kentucky Administrative Regulations (KARs) and District ECE policies/procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with department leaders, school administrators, and staff to ensure administrative procedures are followed and in compliance with federal and state IDEA regulations and District policies

Develops and/or maintains a complete monitoring protocol and process with procedures and timelines for all aspects of IDEA ages 3-5 years old and Private School

Reviews the results of developmental screenings and assessments to ensure children receive timely referrals for supportive services

Completes and conducts annual training on administering the assessments and screening tools

Develops a great rapport with First Steps and the Early Childhood Department to remediate barriers in the completion of evaluations and IDEA compliance

Works collaboratively with all private schools and provides timely support

Complies relevant reports to management, staff, and the Board of Education

Ensures compliance with the Child Find process to identify, locate, and evaluate children with disabilities

Completes all training and other compliance requirements as assigned by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Maintains confidentiality for children and families

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, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree or higher with a Kentucky certification in ~~Director of~~ Special Education or **Interdisciplinary Early Childhood** Instructional Leadership or Supervision (~~Principal certification~~) or school counselor.

Three (3) years of successful experience in area of assignment

Excellent organizational, interpersonal and problem-solving skills
Knowledge of federal and state laws and regulations regarding programs for exceptional children
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful administrative, supervisory and/or consultant experience in special education
Experience in a diverse workplace



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PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with department leaders, school administrators, and staff to ensure administrative procedures are followed and in compliance with federal and state IDEA regulations and District policies
Develops and/or maintains a complete monitoring protocol and process with procedures and timelines for all aspects of IDEA ages 3-5 years old and Private School
Reviews the results of developmental screenings and assessments to ensure children receive timely referrals for supportive services
Completes and conducts annual training on administering the assessments and screening tools
Develops a great rapport with First Steps and the Early Childhood Department to remediate barriers in the completion of evaluations and IDEA compliance
Works collaboratively with all private schools and provides timely support
Complies relevant reports to management, staff, and the Board of Education
Ensures compliance with the Child Find process to identify, locate, and evaluate children with disabilities
Completes all training and other compliance requirements as assigned by the designated deadline
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Experience in a diverse workplace