

<u>JOB TITLE:</u>	<u>REPORTS TO:</u>	<u>WORK YEAR/DAY:</u>	<u>SALARY GRADE:</u>
Director of Special Education ECE & Human Resources	Superintendent	260 Days	Certified Administrator Schedule II - A

SCOPE OF RESPONSIBILITIES:

The Director of ~~Special Education~~ Exceptional Children Education (ECE) and Human Resources (HR) is responsible for the direction, coordination, and on-going development of all aspects of the ~~Special Education Program~~ ECE Program and HR Department. The overall role is one of collaboration with the principal and counselor as part of the school's Student Support Team responsibilities focus on direct student services, parental support, community linkages, teacher and curricular development, and overall program operations.

PERFORMANCE RESPONSIBILITIES:

1. Ensure that the Special Education Program meets local, state, and federal guidelines.
2. Implements approved program components of Special Education services.
3. Ensures responsive and appropriate communication processes with parents.
4. Coordinates ongoing support for the Special Education learning delivery system.
5. Coordinates and leads ongoing development of Special Education program evaluative initiatives.
6. Develops and delivers professional development to faculty in support of the Special Education Program.
7. Develops and delivers parent support activities in support of the Special Education Program.
8. Works in collaboration with other faculty members to procure external funding and partnership of the Special Education Program.
9. Serves as chair of and member of various school committees as determined by the Council and administrative colleagues.
10. Coordinates and oversees all aspects of student 504 plans.
11. Complete tasks revolving around Title I funding request, budget submission, and documentation approval.
12. Complete tasks involved in implementing and monitoring Title I guidelines as set forth by the state of Kentucky and the nation.
13. Maintains and annually updates personnel files, job applications, and reviews notification to the board of the employment of personnel.
14. Manages health insurance enrollment, reported, and related functions.
15. Schedules and organizes all aspects of annual onsite employee biometric screenings.
16. Conducts investigations, when needed, at the direction of the Superintendent.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's degree or higher with Kentucky Certification as Director of Special Education.
2. Three (3) years successful school teaching experience.
3. Demonstrated ability to work with various groups.

DESIRED QUALIFICATIONS:

1. Experience in program coordination.
2. Demonstrated ability as a professional development planner and trainer.
3. Exemplary written and oral skills.
4. A diversified experiential background in terms of both settings and roles.