JOB TITLE:	MANAGER ECE BEHAVIOR
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4207
BARGAINING UNIT:	CERX

REVISED: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES

Coordinates and monitors due process procedures on behalf of students with disabilities. 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

- Provides leadership to the coordination of ECE referrals, enrollments and other matters concerning discipline and behavior of students with disabilities K-12; supports ARCs as they make decisions concerning students with disabilities
- Develops and establishes systems and supports for schools and ECE students when behavior concerns and consequences arise and supports ARCs as they make decisions concerning students with disabilities
- Serves as liaison with other units and departments or outside agencies as required
- Serves as a first responder for schools needing support with a students' with disability manifesting patterns of unacceptable behavior to support the student and the ARC as they make decisions
- Coordinates staff to ensure timely scheduling of any necessary meetings to support students
- Supervises ECE behavior staff and directs their support to schools when and where necessary
- Communicates effectively with all District staff, local school staff and community in both verbal and written form, builds consensus among diverse groups, establishes and maintains productive working relationships with others and builds a vision for the department that is effectively articulated
- Monitors and evaluates efficiency of programs and departments
- Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, 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 manipulations.

MINIMUM QUALIFICATIONS

- Master's Degree or higher with certification in Administration and Supervision (Principal Certification)
- Certification in Special Education
- Five (5) years of successful teaching experience In special education or equivalent professional experience
- Extensive knowledge of federal and state laws and regulations regarding programs for exceptional children

Demonstrated ability to work cooperatively in a team situation
Demonstrated decision-making abilities
Effective communication skills

DESIRABLE QUALIFICATIONS
Certification and training in regular education
Successful administrative, supervisory and/or consultant experience in special education
Educational mediation or arbitration training
Experience in a diverse workplace