



NEW: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	CHIEF EXCEPTIONAL CHILD EDUCATION
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 18
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4003
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Serves as the executive chief and provides administrative leadership for the operations of the Exceptional Child Education (ECE) Division. Oversees the planning, development, assessment, and improvement of educational programs, instructional, and student support with particular attention given to closing the achievement and opportunity gaps for students receiving special education or 504 services. Collaborates with the Chief of Schools and the Chief Academic Officer in promoting overall efficiency and maximizing of educational opportunities for ECE students. Responsible for the implementation of District, state and federal policies and programs related to special education services.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Administers the District's PreK-12 special education program and integrates the overall special education program with the services of other District organizational units to provide the most efficient and effective education possible for students
- Provides leadership and expertise in assessing, identifying, formulating, and implementing the District's educational goals and objectives
- Provides strategic planning and executive leadership in the verification and validation of programs and practices
- Prepares reports and recommendations for the Superintendent of schools and the Board of Education for all aspects of the PreK-12 special education programs
- Attends all meetings of the Board of Education and interprets, when requested by the Superintendent of schools, the special education programs and support efforts of the Board of Education and the public
- Provides leadership and expertise in forming, guiding, advising, and evaluating all human resources assigned to the Chief of Exceptional Child Education
- Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to special education programs
- Provides leadership for regular review of District goals and objectives, program development, implementation, evaluation, and redesign
- Develops and maintains current knowledge of special education, existing laws, and administrative directives and partners with the Chief of Schools to ensure that schools are organized and administered in a manner which promotes student learning and accomplishes the goals of the District while complying with all state and federal regulations
- Partners with the Kentucky Department of education to ensure compliance with all federal and state regulations and works to enhance the collaboration between the District and state to improve special education programs for students
- Collaborates with community partners and advocates to support special education students
- Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
- Evaluates staff as assigned
- 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 manipulations. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Professional Certification in Administration

Director of Special Education certification

Five (5) years successful administrative and management experience

Three (3) years successful experience as a teacher

Ten (10) years of experience in special education

Ability to absorb, analyze, organize, and communicate information and ideas

Understanding of systems management

Demonstrated leadership ability within diverse groups

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Experience in urban/suburban school district with student population representing cultural plurality

Advanced preparation or doctorate

Experience in a diverse workplace