



REVISED: Submitted:
07/01/2022 06/28/2022

JOB TITLE:	EXECUTIVE ADMINISTRATOR EXCEPTIONAL CHILD EDUCATION
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4026
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the overall coordination of ECE programs and services which focus on compliance, as well as consistency and quality of programs for students; provides leadership to the District in complying with federal and state laws and regulations; maintains effective communication among Jefferson County Public Schools, Kentucky Department of Education, and the community on matters relating to exceptional child education. Works closely with Chief of ECE to support all aspects of the ECE work for the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Directs the division under the supervision of the Chief of ECE
- Provides leadership in working with Principals and school staffs in planning and implementing District, state, and federal guidelines, policies, and procedures
- Maintains and compiles data to be used in research to assess effectiveness of the program
- Performs analysis to determine and communicate recommendations for professional development and then works to deliver the training necessary to meet objectives
- Collaborates with other departments to lead continuous improvement efforts that will reduce the achievement and opportunity gaps
- Supervises and provides direction to implement goals, objectives and functions of the unit
- Initiates policy, formulates and recommends program goals and objectives as appropriate
- Develops the operating budget for the unit and assures that all functions operate within the appropriated amounts in close collaboration with Chief of ECE
- Provides effective leadership to implement performance evaluation procedures for staff
- Cooperates and coordinates with other organizational units and Principals to implement common goals and objectives
- Assumes effective implementation of District goals and objectives where applicable
- 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 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

- Certification as a Director of Special Education
- Three (3) years of successful experience as a classroom teacher with at least two (2) years of exceptional child education

Three (3) years of successful experience in administration and/or supervision of exceptional child education
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Effective communication skills

DESIRABLE QUALIFICATIONS

Advanced degree in Exceptional Child Education
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Training in a variety of special education areas and/or related areas

Experience in teaching and/or administration of regular education programs
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Experience in a diverse workplace
