



NEW: 07/01/2020
Submitted: 05/12/2020

JOB TITLE:	SUPERVISOR TRANSITION/ESY
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4241
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff, monitors and implements the ECE Transition and Extended School Year (ESY) programs. Supports school and district staff in meeting the Transition and ESY needs of students with disabilities in accordance to the Individuals with Disabilities Education Act (IDEA), Kentucky Administrative Regulations (KARs), and district policies and procedures. Coordinates with outside agencies to promote positive post-school outcomes for students receiving ECE services through the provision of IDEA Transition Services. Leads and supports special education teachers and classified staff through supervision, sharing pedagogical insights, and instructional strategies to improve outcomes of students with disabilities. Supports and trains special education teachers and Admission and Release Committees to provide for the provision of ESY. Coordinates district resources to provide an effective ESY and transition, when appropriate.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with school staff to plan and determine needs for the provision of ESY

Coordinates a districtwide ESY program in collaboration with JCPS Transportation, Health Services, Nutritional Services, and Exceptional Child Education

Coordinates curricular and service needs for students receiving ESY

Collaborates with ECE department personnel, school, and district staff to ensure strong professional learning experiences on behalf of students receiving transition services

Researches current educational strategies and trends and collaborates with school staff to promote positive post school outcomes for students receiving ECE services

Develops and supports partnerships with outside agencies (state, local) to provide transition services in alignment with state and federal guidelines

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

Provides leadership and supervision to staff working in district ECE Transition Programs and ECE job trainers

Addresses any needs or work that is required by the Kentucky Department of Education or other regulatory entity

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

Participates on committees as assigned

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 driving activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree or higher with a Kentucky certification in Director of Special Education or Instructional Leadership or Supervision or School Counselor or Exceptional Children Program Consultant

Three (3) years of successful experience in teaching special education or equivalent professional experiences in area of assignment
Knowledge of ECE district policies and procedures for ESY and Transition

DESIRABLE QUALIFICATIONS
Effective leadership skills
Experience in a diverse workplace
Experience providing supervision and leadership to ECE teachers and ECE support staff