



NEW: Submitted:
07/01/2020 04/21/2020

JOB TITLE:	ASSISTANT DIRECTOR EXCEPTIONAL CHILD EDUCATION
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4249
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the coordination of ECE programs and services which focus on compliance, as well as quality of programs for students; provides leadership to the District staff 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 IDEA Part B, Part C, 504 and Home Hospital and other programs as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership to coordination of a project, program or activity and evaluates staff as assigned
- Develops, establishes or administers project, program or activity
- Serves as liaison with other units, departments or outside agencies as required
- Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned
- Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of projects, programs or activities
- Prepares and/or assists in preparation or reports, records and other documentation as required
- Accumulates and researches data, documents and other pertinent information as required
- Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment
- Prepares, delivers or assists with training opportunities as appropriate
- 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 Kentucky certification in Director of Special Education
- Kentucky Teacher Certification in Special Education or Certification in School Psychology, or School Counselor
- Five (5) years of successful experience teaching in special education or equivalent professional experience in area of assignment
- Extensive knowledge of federal and state laws and regulations regarding programs for exceptional children
- 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
Demonstrated leadership ability