



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

JOB TITLE:	ASSOCIATE ECE
DIVISION	EXECPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8297
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides technical assistance to District and school staff in meeting the needs of students with disabilities and adhering to the Individuals of Disabilities Education Act (IDEA), Kentucky Administrative Regulations (KARs) and District policies and procedures. Monitors implementation and effectiveness of assigned ECE program; provides professional learning.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assumes responsibility for ECE program area(s) and assists designated supervisor in short-range and long-range planning to improve outcomes for students with disabilities
- Assists in coordination of programming and supports programming on behalf of students with disabilities
- Researches current practices in ECE program area(s) to address achievement and opportunity gaps and improve outcomes for students with disabilities
- Supports the work of staff as assigned
- Collaborates with school and District staff to provide professional learning and technical assistance to address achievement and opportunity gaps and improve outcomes for students with disabilities
- Collaborates with District and school staff to support deeper learning strategies to address achievement and opportunity gaps
- Communicates and assists parents with the understanding of ECE programs
- Assures compliance with federal, state, and District policy, administrative procedures and negotiated agreements as applicable to assignment
- Assists with development of reports for ECE program area(s) as required
- 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.

**MINIMUM QUALIFICATIONS**

- Master's Degree or higher with area of major in assigned area
- Leadership experience in a special education relevant field
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Kentucky certification in supervision, Director of Special Education and/or administration
- Three (3) years of successful experience as a teacher

Experience in a diverse workplace

Expertise in equity, inclusion and culturally responsive education