



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

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| JOB TITLE: | MANAGER ECE ADMINISTRATION |
| DIVISION | EXCEPTIONAL CHILD EDUCATION |
| SALARY SCHEDULE/GRADE: | II, GRADE 10 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8675 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Coordinates and monitors District and school staff in the areas of assignment; monitoring and implementation of assigned program or activity; surveys system wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned. Ensures compliance with the Individuals with Disabilities Education Act (IDEA), Kentucky Administrative Regulations (KARs) and District ECE policies/procedures. Provides technical assistance and support for the implementation of the KARs and the IDEA.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership in assessing and addressing the District's priorities and needs and in developing, reviewing and revising program or activity as assigned

Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned

Serves as liaison with other units and departments or outside agencies as required

Works closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities

Provides technical assistance to District and school staff in the area of assignment

Supervises and directs the work of committees and task forces as assigned

Communicates effectively with all District staff, local school staff and community in both verbal and written form, builds consensus among diverse groups, establishes and maintains productive working relationships with others and builds a vision for the department that is effectively articulated

Monitors and evaluates efficiency of programs and departments

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

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

Three (3) years of successful experience in area of assignment

Effective Communication Skills

Extensive knowledge of federal and state laws and regulations regarding programs for exceptional children

| DESIRABLE QUALIFICATIONS |
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| Demonstrated decision-making abilities |

| Footnote |
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| Master's Degree |