



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

JOB TITLE:	MANAGER GREATER LOUISVILLE EDUCATION COOPERATIVE
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4272
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Coordinates and monitors Greater Louisville Education Cooperative (GLEC) staff in the areas of assignment; monitoring and implementation of assigned program or activity; surveys regional 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. Professional Development requirements will be determined by the state GLEC scope of work proposal. Ensures compliance with the Individuals with Disabilities Education Act (IDEA), Kentucky Administrative Regulations (KARs) and state 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 Kentucky Department of Education Cooperative 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 state, regional, departments or outside agencies as required

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

Provides technical assistance to Regional and 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 Regional and 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 regional policy, administrative procedures and negotiated agreements as applicable to assignment

Completes all trainings and other compliance requirements as assigned by the state cooperative scope of work by 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 certification in Administration or Supervision (Principal Certification) or Director of Special Education or experience with Kentucky Institute of Higher Special Education administration or Kentucky Department of Education Special Education administration experience

Three (3) years of successful experience in area of assignment
Extensive knowledge of federal and state laws and regulations regarding programs for exceptional children
Effective communication skills
Demonstrated ability to work cooperatively in a team situation

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace
Demonstrated decision-making abilities
Certification in Special Education