



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

JOB TITLE:	MANAGER ECE DUE PROCESS
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4271
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for working in partnership with parents of children with disabilities and the Jefferson County Schools; provides information and training to parents and staff in the procedures relating to special education and resource materials on disabling conditions/special education; directs parents and staff to community resources and information. 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

Establishes and maintains a positive working partnership and relationship with parents and District personnel

Provides information and training programs for parents, staff, and other members of the community in understanding Special Education and other special education topics as appropriate

Facilitates a team effort among parents, students, and school personnel in following due process procedures; in determining eligibility for special education; and resolves problems arising in the implementation of a student's Individual Education Program

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

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

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 Administration or Supervision (Principal Certification) or Director of Special Education

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
Demonstrated decision-making abilities

Footnote
Certification in Special Education