



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

JOB TITLE:	SPECIALIST ECE
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8671
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides assistance to District and school ECE staff in the areas of, ECE programs and services; monitoring and implementation of assigned program or activity; provides professional development as assigned; 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.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists designated supervisor in short-range and long-range planning to improve outcomes for students with disabilities

Works cooperatively with the, program directors and supervisors in assessing and addressing the District's priorities and needs and in developing, reviewing and revising program or activity as assigned

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

Works cooperatively with program directors and staff development personnel to provide professional development in area of assignment

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

Provides assistance to District and school staff in the areas of compliance with federal, state, district administrative procedures

Assures compliance with Board Goals and Administrative Objectives related to area of assignment

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assignment by the designated deadline

Performs other duties as assigned by supervisor

Assists in preparation of reports, records and other documentation as required supervises and directs the work of staff as assigned

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. May require the ability to model and demonstrate safe crisis management techniques and strategies.

MINIMUM QUALIFICATIONS

Bachelor's Degree or higher with Kentucky certification in Director of Special Education or Instructional Leadership or Supervision (Principal Certification)

Kentucky Teacher Certification in Special Education or Certification in School Psychology or School Counseling

Two (2) years of successful experience in the role of ARC Chair

Three (3) years of successful experience in teaching special education or equivalent professional experience in area of assignment

Knowledge of federal and state laws and regulations regarding programs for exceptional children

Safe Crisis Management Certification or willing to get it

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Experience in a diverse workplace
