



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

JOB TITLE:	SUPERVISOR ECE
DIVISION	EXECPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4753
BARGAINING UNIT:	CERX

#### 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). Monitors implementation and effectiveness of assigned ECE program; professional learning; supervises and directs the work of support staff as assigned to improve outcomes of students with disabilities.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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 in schools on behalf of students with disabilities

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

Researches current practices in ECE program area(s) to address achievement and opportunity gaps and improve outcomes for students with disabilities

Assures compliance with District ECE policies/ procedures, Kentucky Administrative (KAR), IDEA, and any applicable licensure board requirements

Communicates and assists parents with understanding of ECE programs

Collaborates with District and school staff for continuous improvement of ECE program area(s) to address achievement and opportunity gaps

Assists with development of reports as required

Completes all trainings and other compliance requirements as assigned and 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, 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. The work requires the ability to model and demonstrate safe crisis management techniques and strategies.

#### MINIMUM QUALIFICATIONS

Master's Degree or higher with a Kentucky certification in Director of Special Education or instructional leadership or Supervision or Certification in School Counseling or Exceptional Children Consultant

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

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

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
Experience in a diverse workplace