



REVISED: 08/03/2022
 Submitted: 08/02/2022

JOB TITLE:	MANAGER AUTISM AND ECE PROGRAMS
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4676
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Coordinates and monitors District and school ECE staff in the areas of Autism Spectrum Disorders (ASD) and ECE programs and services; monitors the implementation of assigned program or activity; provides professional development as assigned; surveys system-wide needs in area of assignment and determines the 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

- Assumes responsibility for ECE program areas and develops short-range and long-range planning to improve outcomes for students with disabilities
- Supports ECE staff in designing schedules and developing treatment plans for students with autism
- Serves as the primary communication link among the ECE program staff as the spokesperson in meetings with school and community personnel
- Researches current practices in ECE program area(s) to address achievement and opportunity gaps and improve outcomes for students with disabilities
- Works cooperatively with the program directors, specialists, and supervisors in assessing and addressing the District's priorities and needs and in developing, reviewing, and revising programs or activities as assigned
- Supervises and directs the work of committees and task forces as assigned
- Assures compliance with federal, state, and District policy, administrative procedures, and negotiated agreements as applicable to assignment
- Assists with development of reports for ECE program area(s) as required
- Assures compliance with Board Goals and Administrative Objectives related to area of assignment
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- 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 motor manipulations.

MINIMUM QUALIFICATIONS

- Master's Degree or higher in assigned area
- Kentucky Teacher Certification in Special Education
- Three (3) years of successful experience as a special education teacher
- Leadership experience in a special education relevant field

Effective communication skills

Safe Crisis Management Certification or willing to get it

Expertise in autism spectrum disorder and in-depth knowledge of behavior disorders
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DESIRABLE QUALIFICATIONS

Certification in Director of Special Education
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Course work in applied behavior analysis
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Expertise in a diverse workplace

Expertise in equity, inclusion, and culturally responsive education
