



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

JOB TITLE:	SPECIALIST ECE IDEA (AGES 3-5 AND PRIVATE SCHOOL)
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4674
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the area of assignment; develops, monitors, and implements assigned program or activity; provides in-service as assigned; surveys system-wide needs in the area of assignment and determines the effectiveness of assigned program or activity; supervises and directs work of committees and other groups as assigned; and ensures compliance with the Individuals with Disabilities Act (IDEA), Kentucky Administrative Regulations (KARs) and District ECE policies/procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Collaborates with department leaders, school administrators, and staff to ensure administrative procedures are followed and in compliance with federal and state IDEA regulations and District policies
- Develops and/or maintains a complete monitoring protocol and process with procedures and timelines for all aspects of IDEA ages 3-5 years old and Private School
- Reviews the results of developmental screenings and assessments to ensure children receive timely referrals for supportive services
- Completes and conducts annual training on administering the assessments and screening tools
- Develops a great rapport with First Steps and the Early Childhood Department to remediate barriers in the completion of evaluations and IDEA compliance
- Works collaboratively with all private schools and provides timely support
- Complies relevant reports to management, staff, and the Board of Education
- Ensures compliance with the Child Find process to identify, locate, and evaluate children with disabilities
- Completes all training and other compliance requirements as assigned by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Maintains confidentiality for children and families

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

- Bachelor's Degree or higher with a Kentucky certification in Special Education or Interdisciplinary Early Childhood Instructional Leadership or Supervision or school counselor
- Three (3) years of successful experience in area of assignment
- Excellent organizational, interpersonal and problem-solving skills
- Knowledge of federal and state laws and regulations regarding programs for exceptional children

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful administrative, supervisory and/or consultant experience in special education

Experience in a diverse workplace