



NEW: Submitted:  
07/01/2024 03/26/2024

JOB TITLE:	MANAGER - DISTRICT COORDINATED EARLY INTERVENING SERVICES (CEIS)
DIVISION	EXECPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Coordinates and monitors District Coordinated Early Intervening Services (CEIS) and school staff in the areas of Multi-Tiered Systems of Support (MTSS); monitors the implementation of the CEIS grant; 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; utilizes measurement tools for various levels of assessment to survey system-wide needs for implementation of the plan; evaluates the effectiveness of the implementation and fidelity of the plan; ensures regular data collection around prescribed metrics, and 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

Provides leadership in assessing and addressing the District's priorities and needs in developing, reviewing, and revising CEIS initiatives

Assumes responsibility for and assists the Chief of Exceptional Child Education in short-range and long-range planning of the CEIS plan and budget

Builds consensus among diverse groups and works with supervisor to build a vision for CEIS that is effectively articulated

Supports CEIS staff in designing schedules and developing treatment plans for CEIS schools

Serves as the primary communication link among the CEIS program staff as the spokesperson in meetings with school and community personnel

Plans, organizes, develops, and monitors indicators and completes a program evaluation as directed by the supervisor and the Kentucky Department of Education

Works cooperatively with the District and state program directors in assessing and addressing the District's priorities and needs in developing, reviewing, and revising the CEIS plan

Supervises and ensures implementation of training, consultation, and support to administrators, teachers, and school-based leadership teams to facilitate implementation of Multi-Tiered Systems of Support (MTSS) at the district and school levels

Supervises and directs the work of CEIS district and school-based teams

Assures compliance with federal, state, and District policy, administrative procedures, and negotiated agreements as applicable to assignment

Assists with the development of reports for CEIS program area(s) as required

Assures compliance with board goals and administrative objectives related to the area of assignment

Completes all training and other compliance requirements as assigned 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, and 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

Three (3) years of successful experience in area of assignment

Kentucky Professional Certification in Administration or Supervision, or Director of Special Education, or School Counseling

Demonstrated leadership ability

Safe Crisis Management Certification or willing to get it

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

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Certification in Director of Special Education

Expertise in equity, inclusion, and culturally responsive education

Expertise in a diverse workplace