



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	SUPERVISOR ECE IMPLEMENTATION
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4410
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Coordinates and monitors due process procedures on behalf of students with disabilities. 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
Assists in coordination of supports on behalf of students with disabilities
Monitors IDEA compliance
Provides training to District staff in ARC processes and IDEA compliance
Serves as Admissions and Release Committee (ARC) Chair as necessary
Coordinates ARCs as necessary to ensure participation by parents, school staff, and ECE District staff; facilitates committee members' understanding of assessment data and placement options related to appropriate educational programming for the individual student
Communicates and assists parents with understanding ECE, placement options and decisions, based on programmatic needs
Develops and maintains a positive rapport with families and staff
Assists with development of mid-year and end of year reports
Facilitates Kindergarten Transition and placement options following the continuum of services
Completes all trainings 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 requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS
Master's Degree or higher with Kentucky Department of Education Certification in Administration, Supervision, and/or Counseling
Kentucky Department of Education certification in special education or Guidance and Counseling
Three (3) years successful teaching experience in special education or equivalent professional experience
Extensive knowledge of federal and state laws and regulations regarding programs for exceptional children
Demonstrated ability to work cooperatively in a team situation
Demonstrated decision-making abilities
Effective communication skills

DESIRABLE QUALIFICATIONS
Certification and training in regular education
Successful administrative, supervisory and/or consultant experience in special education
Educational mediation or arbitration training
Experience in a diverse workplace

Footnote
This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.