

Director of Exceptional Child

Certified Position - 0050

<u>Salary</u> Per Salary Schedule	<u>Days</u> Per contract	<u>Reports to:</u> Assistant Superintendent of Instruction
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SCOPE OF RESPONSIBILITIES

Directs coordinates and/or monitors programs for exceptional children

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Administers and coordinates a comprehensive education program for the exceptional school age child that includes education for the physically disabled, communication disorders, the mentally disabled, specific learning disabilities, the emotionally disturbed, multiple disabled and traumatic brain injured, autistic and any other disability that according to federal and state laws and regulations would qualify a child for Special Education services
2. Assumes responsibility for the operation of special education programs to the extent required by and pursuant to a plan which has been approved by the State Department of Education
3. Interprets regulations and serves as a consultant to special education teachers, principals, guidance counselors, parents and regular teachers
4. Serves as a liaison to the Director of Transportation regarding requirements for transportation of special education students
5. Assists in the adaptation of school, school system policies and procedures to meet special education needs and to ensure adherence to federal and state legal requirements for special education students
6. Develops and initiates programs for continuous identification of exceptional children
7. Evaluates existing programs as an ongoing responsibility and recommends changes and additions as needed
8. Establishes procedures for placement, evaluation, assignment and reevaluations of students with regard to the special education services program according to SEA guidelines and federal legal requirements
9. Evaluates and makes recommendations for personnel serving in the special education area if the special education director has been designated as primary supervisor
10. Assists in recruitment and screening of any special education personnel considered for hiring upon request of authorized personnel
11. Assumes responsibility for compiling, maintaining and filing all reports, records and other documents legally required or administratively useful
12. Develops and monitors a system for maintenance of complete, accurate, and cumulative individual records of all children receiving special services or enrolled in special classes
13. Develops budget and provides expenditure control and an approved audit trail on established budgets for special education
14. Interprets regulations and objectives of the programs of special education to the board, administration, staff, and the public
15. Maintains a permanent inventory and location record of equipment purchased for special education, also establishes procedures for the ordering and purchasing of said equipment and approves and makes recommendations on equipment and/or facilities
16. Maintains open communication with parents of students enrolled in the program
17. Assumes responsibility for own professional growth and development, for keeping current with new research findings and attending appropriate professional meetings and conventions
18. Assures confidentiality of all students being served
19. Develops, implements and monitors local due process policies and procedures and pursues local Board of Educational approval of policies
20. Serves as primary contact person in communication with other service programs, agencies and other advocacy groups, etc.
21. Works to implement the programs and activities in the school and community

22. Maintains regular and predictable attendance
23. Adheres to the professional code of ethics
24. Successfully utilizes technology as appropriate in job function
25. Assumes any other such duties as assigned by supervisor

MINIMUM QUALIFICATIONS

1. Kentucky certificate, license, or other legal credential
2. Alternatives to the above qualifications as approved by the State Department of Certification and the office of Exceptional Children