



JOB TITLE	DEPARTMENT	REPORTS TO
Director of Exceptional Student Education	ESE	Executive Director of Student Services and Exceptional Student Education

<b>Position No:</b> 63020	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> AD13	<b>Date Approved:</b> 1/27/98
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 2/12/02; 4/19/17

MINIMUM QUALIFICATIONS
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1. Master's degree with certification in Administration and Supervision or Educational Leadership.
2. Certification in an area of Exceptional Student Education.
3. Minimum of three (3) years teaching experience in the area of Exceptional Student Education.
4. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
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1. Develops and implements a total sequential program including curriculum to service all exceptional children in the school district.
2. Works closely with Student Services Department in developing evaluation procedures for exceptional education students.
3. Develops criteria for instructional activities and authorizes student placement into Exceptional Student Education.
4. Provides for inservice training and professional growth of all instructional personnel and support staff in the program in cooperation with the Professional Development administrator.
5. Procures materials and equipment for the program, develops and assists in administering budgets, and projects and develops FTE needs.
6. Coordinates services of ancillary agencies and attends conferences relative to exceptional education students.
7. Interviews candidates and assists the principals in securing faculty and staff members.
8. Writes district procedures for providing special programs for exceptional students and provides for record keeping for all students within the program.
9. Performs duties as required in the current revision of "District Special Programs and Procedures Document for Exceptional Student Education."
10. Assists the schools in preparation of the exceptional education portion of their budgets and FTE reports.
11. Supervises assigned personnel, conducts annual performance appraisals and makes recommendations for appropriate employment action.
12. Provides guidance for appropriate record keeping for federal projects, audit reports, and compliance with state and federal regulations.
13. Represents the district at appropriate conferences and workshops.
14. Ensures all exceptional education students receive an appropriate education and their parents/guardians have been informed of the student's recommended educational placement and procedural safeguards.
15. Coordinates and monitors all ESE cooperative agreements and vendor contracts.
16. Supervises discretionary projects such as FDLRS and SEDNET, and ensures fiscal responsibility with grant funds.
17. Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required by the FLDOE and local School Board.
18. Performs such other tasks and assumes such other responsibilities as the Executive Director of Student Services and Exceptional Student Education may assign.

**PHYSICAL DEMAND CLASS:**

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.