



JOB TITLE	DEPARTMENT	REPORTS TO
Executive Director of Student Services and Exceptional Student Education	Student Services Division	Deputy Superintendent

Position No: 61004	Length of Work Year: 12 Months
Salary Schedule: AD09	Date Approved: 6/9/92
FSLA: Exempt	Date Revised: 5/23/06; 6/24/14

MINIMUM QUALIFICATIONS

1. Certification in Administration and Supervision or Educational Leadership.
2. Minimum of three (3) years administrative experience.
3. Minimum of three (3) years teaching experience.
4. Certification or experience in Exceptional Student Education or Student Services.
5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. Supervises the Director of Student Services and ESE, and Director of FDLRS in developing evaluation procedures for exceptional education students.
2. Ensures implementation of special education and related services to all exceptional children in the School District.
3. Provides for inservice training and professional growth of all instructional personnel in the program in cooperation with Executive Director of Professional Development.
4. Interviews candidates and assists the principals in securing faculty and staff members.
5. Prepares, monitors and assists in administering budgets and projects, and assists in developing FTE projections.
6. Collaborates and coordinates with other agencies to provide services to students and attends conferences relative to Student Services.
7. Supervises implementation of alternate sources of revenue to support exceptional students (i.e. Medicaid).
8. Develops and monitors professional contracts and cooperative agreements as they relate to Exceptional Education and Student Services.
9. Assists in the coordination of transportation services for exceptional education students.
10. Works with appropriate personnel in the planning, modification, and construction of educational facilities and corresponding specialized/adaptive equipment.
11. Provides leadership and serves on a variety of district councils, committees (i.e., Positive Behavior Support, Curriculum & Accountability, Executive Council, and District Design Team).
12. Acts as the fiscal agent for and supervises the Florida Diagnostic Learning Resource System.
13. Acts as fiscal agent for and supervises the Severely Emotionally Disturbed Network.
14. Supervises the expulsion process from placement review to final orders.
15. Assists with Intake process for students returning from Department of Juvenile Justice Commitment programs.
16. Prepares audit requirements for federal IDEA projects and monitors the preparation of compliance of student records for IDEA.
17. Represents the District at appropriate conferences and workshops relating to Student services, Exceptional Student Education, curriculum and interventions and Standard Bearer.
18. Prepares documentation for state and federal complaints and on-site visits.
19. Provides oversight for Charter School applications, and implementation.

20. Performs such other tasks and assumes such other responsibilities as the Deputy Superintendent 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.