

SCHOOL DISTRICT OF ALACHUA COUNTY

DIRECTOR, EXECUTIVE – EXCEPTIONAL STUDENT EDUCATION/
STUDENT SUPPORT SERVICES

JOB DESCRIPTION

JOB CODE:	610040	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	04
CONTRACT CODE:	04	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Masters degree from an approved accredited educational institution.
- (2) Minimum of five (5) years school administration.
- (3) Certification in Florida Educational Leadership; Certification in Exceptional Student Education desirable.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of research, current trends, and best practices related to student services and exceptional student education. Knowledge of Florida School laws, State Board of Education rules, and District policies related to student services and exceptional student education. Knowledge of Florida health regulations and Children and Family Services rules and guidelines. Ability to communicate effectively orally and in writing. Skill in administration and supervision of Exceptional Student Education program, staff, budgeting, and facilities. Ability to maintain positive working relationship with District staff, school center personnel and community. Ability to communicate effectively orally and in writing.

REPORTS TO:

Superintendent, Deputy -- Curriculum and Instructional Services

JOB GOAL

To provide effective leadership in the planning and implementation of comprehensive student support services and an exceptional student education program for the District.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop, administer, and monitor the district’s comprehensive student services plan and exceptional student education program, consistent with state rules and regulations.
- * (2) Provide leadership in the development of the Code of Student Conduct.
- * (3) Provide leadership to guidance and health services.
- * (4) Plan and direct services for all district level ESE personnel.
- * (5) Respond to parent requests or concerns.
- * (6) Investigate complaints related to student support services.
- * (7) Provide assistance to principals and school-based student service teams.

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- * (8) Provide leadership in curriculum development and integration of special education into the total school program.
- * (9) Direct activities related to student discipline which include working with assistant principals, deans, behavioral resource teachers, and other support staff.
- * (10) Investigate cases of student misbehavior and recommend disposition, as appropriate.
- * (11) Administer district's psychological services.
- * (12) Monitor the effectiveness of school-based student services programs.
- * (13) Procure and distribute new, specialized materials and equipment.
- * (14) Work with community agencies and officials on health and guidance issues.
- * (15) Provide leadership in the administration of crisis management, 504 compliance, and district's Student Records policy and procedure.
- * (16) Provide oversight and direction for cooperative planning with other agencies.
- * (17) Work closely with district and school staffs to support school improvement initiatives and processes.
- * (18) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- * (19) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (20) Assist in development of Board policies and administrative guidelines.
- * (21) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (22) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (23) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (24) Be knowledgeable of and adhere to Board policies.
- * (25) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- * (26) Interact with parents, outside agencies, business and community organizations to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (27) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (28) Monitor district compliance with applicable codes, rules and statutes.
- * (29) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- * (30) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- * (31) Assist in the preparation and administration of the District and divisional budget.
- * (32) Participate in the development of policies and procedures.
- * (33) Attend meetings and conferences to promote professional growth and benefit the District.
- * (34) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (35) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (36) Develop appropriate Board agenda items pertaining to areas of responsibility.

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- *(37) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- *(38) Respond to inquiries and concerns in a timely manner.
- *(39) Model and maintain high ethical standards.
- *(40) Plan, implement and evaluate staff development activities of assigned personnel.
- *(41) Adhere to applicable safety standards.
- *(42) Follow attendance, punctuality and proper dress rules.
- *(43) Maintain confidentiality regarding school/workplace matters.
- *(44) Serve on district, state or community councils or committees as assigned or appropriate.
- (45) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted: 7/20/10