

JEFFERSON COUNTY SCHOOL SYSTEM
JOB DESCRIPTION

DIRECTOR OF EXCEPTIONAL CHILDREN SERVICES

Qualifications

1. Valid teacher's license with appropriate endorsement
2. Administrative or supervisory experience in accordance with state law and State Board of Rules and Regulations based on the minimum of a master's degree

Essential Duties and Responsibilities

1. Supervises the maintenance of records for students with disabilities
2. Compiles necessary data used in reporting to TDOE and OSEP
3. Responsible for yearly budgets and budget amendments
4. Requisitions materials/equipment necessary for implementing Individualized Education Programs for students with disabilities
5. Distributes/delivers materials/equipment to individual teachers
6. Coordinates the following for the Department of Exceptional Children Services:
 - *Professional Development activities
 - *Inclusion
 - *Extended School Year
 - *State Mandated Assessment for students with disabilities (TCAP; TCAP-MAAS; and TCAP-Alt)
 - *Special Education Preschool program
 - *Coordinates System Profile Annual Monitoring (S.P.A.M.)
7. Supervises the following programs under Special Education
 - *Homebound services for students with disabilities
 - *Gifted education
 - *System-wide vision/hearing screening
 - *Developmental preschool
 - *Transitioning from Part C to Part B
 - *Speech/Language Services
 - *Materials for Blind/visually Impaired
 - *Assistive Technology
8. Directly supervises the following personnel:
 - *School psychologists
 - *ECS consultants
 - *Gifted coordinator
 - *Occupational therapists
 - *Contract personnel (PT, vision specialist, speech pathologists)
9. Monitors and collects data for state approved grants
10. Collaborates with outside agencies for evaluation/placement for SWD

11. Schedules and attends special education professional learning communities in schools to discuss programming needs, implementation of services, scheduling, etc.
12. Disseminates updates/correspondence from the Division of Special Education to all relevant personnel
13. Evaluates first, second, third year personnel and tenured personnel as needed
14. Aids in formulation and implementation of Individual Education Programs, Functional Behavior Assessments, and Behavior Intervention Plans for SWD
15. Attends IEP meetings as requested by school personnel and/or parents
16. Attends trainings, workshops, and conferences to stay abreast of current trends/laws, etc. in special education
17. Collaborates with all general education supervisors
18. Collaborates and provides resources in the implementation of inclusion classrooms.
19. Investigates and resolves parent issues
20. Serves on Disciplinary Hearing Authority
21. Other Duties assigned and/or requested by the Director of Schools