



Title:	Exceptional Children Director
Reports to:	Associate Superintendent of C & I
Terms of Employment:	12 months
Salary:	Administrative Level: IV

Qualifications:

- North Carolina Teacher Licensure
- Classroom Teaching Experience
- North Carolina Licensure in Curriculum Instruction Supervision
- Master’s Degree in Administration

Supervises: All Curriculum Support Staff (Coordinators, Program Specialist, Administrative Staff, Psychologist, Facilitator, etc.)

Essential Job Functions:

1. Provides leadership in developing comprehensive program plans as well as implementing and evaluating the planned program for students with disabilities.
2. Determines program needs and allocates resources of Staff and materials.
3. Attends meetings (i.e. IEP meetings) with parents and staff in order to assist in facilitating appropriate programs and services for individual students.
4. Assists/prepares budgets, coordinates with other departments or agencies to assure maximum services, and maintains records/reports/inventories in accordance with local/state/federal policies.
5. Shares information about programs with various stakeholders, serves as a liaison between the school system and other agencies.
6. Gathers and analyzes program evaluation data.
7. Participates in regional and state meetings pertaining to exceptional education programs.
8. Shares information with staff regarding best practices in special education, instructional issues, and state and federal requirements regarding services for students with disabilities.
9. Consults with staff and administrators regarding discipline issues of students with disabilities.
10. Coordinates and conducts staff development activities for staff working with students and disabilities.
11. Makes presentations district-wide to EC Staff, as well as other district employees, regarding working with students with disabilities.
12. Stays informed of state and federal laws and procedures for programs for students with disabilities.
13. Collaborates with district administrators in the selection and placement of exceptional children personnel, delegates and supervises staff responsibilities, and assists in evaluating staff.

14. Ensures, along with building administrators, that EC Staff is providing appropriate instruction, support, and services to students with disabilities.
15. Performs other duties and responsibilities as assigned by supervisor.
16. Analyze campus/district data and prepare reports (Comprehensive Assessments) for campus and department program planning.
17. Coordinate services as needed with other departments such as transportation, food service, vocational, etc.
18. Work with other school districts, education agencies, and community agencies in developing activities to assist students with disabilities.
19. Keep the Assistant Superintendent fully informed with respect to staff, classroom and equipment needs, as well as, possible problem areas.
20. Maintain a high degree of communication, collaboration, and cooperation with all members of the Exceptional Children's department and support its programs and objectives.
21. Maintain professional growth through local, state and national meetings and workshops, as well as, reading professional literature.

SUPERVISORY RESPONSIBILITIES:

- Supervise all assigned Exceptional Children Personnel

EQUIPMENT USED:

- Demonstrate ability to utilize computers(desktops/laptops), calculator, Xerox machines and other office equipment.

WORKING CONDITIONS:

- Mental Demands/Physical Demands/Environmental Factors
- Maintain emotional control under stress
- Communicate effectively and professionally at all times
- Travel throughout the district and, on occasions, to conferences held outside the district