



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Exceptional Children Director
SCHOOL/DEPARTMENT	C&I/ Exceptional Children
SALARY	Admin VI plus supplement
FLSA STATUS	Exempt
REPORTS TO	Chief Academic Officer
SUPERVISES	EC Assistant Director, Program Supervisor EC Pre-K, Two EC Facilitators
WORK WEEK SCHEDULE	Monday – Friday; must be able to work <i>some</i> late evenings and weekends
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Exceptional Children Director performs a variety of supervisory and administrative tasks in monitoring and assisting the programs for Exceptional Children in the Orange County Schools. The EC Director directs and supervises programs and services for students in the system with special needs and coordinates the efforts of federal, state and local agencies, private specialists, parents and division supervisors to provide the services. It is the responsibility of the EC Director to monitor the overall effectiveness of programs and ensure that all are implemented within federal, state and local regulations

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of local, state and federal policies and procedures regarding exceptional children

- Considerable knowledge of the county and school board policies, procedures and standards regarding education
- Considerable knowledge of the organization and communication channels of the school system
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- Considerable knowledge of the current literature, trends, methods and developments in the area of exceptional children
- Considerable knowledge of the principles of supervision, organization and administration
- General knowledge of the NC Standard Course of Study, the NC Extended Content Standards and the Occupational Course of Study
- Demonstrated ability to lead and supervise others in the field of special education
- Thorough knowledge of NCDPI rules, regulations and requirements pertaining to EC programs
- Skill in counseling and developing staff
- Ability to assess the needs of students
- Ability to develop and implement policies, procedures and standards
- Ability to evaluate the effectiveness of existing programs and make recommendations for improvement
- Ability to motivate, influence and shape individuals in order to assure continuous organizational development and improvement
- Ability to maintain complete and accurate confidential records and statistics and to develop meaningful reports from that information
- Ability to interpret educational policies and procedures
- Ability to work with the Executive Director of Elementary Instruction/ Federal Programs, the Executive Director of Secondary Instruction, and the Chief Academic
- Ability to create, implement and monitor annual budgets and long range plans
- Ability to effectively express ideas orally and in writing
- Ability to make oral presentations before large groups of people
- Ability to use a computer and current word processing programs, create spreadsheets, and access online tools
- Ability to establish and maintain effective working relationships as necessitated by work assignments

EDUCATION, TRAINING, AND EXPERIENCE

- Master's Degree from an accredited institution in Special Education, EC Program Administration, Public Administration or other related area
- Six (6) to nine (9) years of experience as a program administrator
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Valid NC licensure in Special Education/ Exceptional Children
- Valid NC licensure in EC Program Administration or School Administration
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Doctoral Degree from an accredited institution in Special Education, EC Program Administration, Public Administration or other related area
- Experience serving as an EC Department Chair in a public school setting
- Experience serving as a School Principal in a public school setting

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, develop, and implement a comprehensive program for students with disabilities which assesses the needs of students, establishes objectives and priorities, delegates responsibilities to staff, develops strategies to achieve objectives and evaluates programs
2. Provide direction, consultation and supervision to Program Supervisors, Facilitators, and the Assistant Director
3. Consult with centrally based staff and school-based staff regarding individual cases and interpretation of federal, state and local policies and procedures
4. Develop and implement standards, policies and procedures related to Exceptional Children services
5. Develop short and long range goals for the department
6. Monitor the progress of various services and make recommendations for change, as needed
7. Work in conjunction with the NCDPI, the Office of Civil Rights, the Office for Special Education Programs, and various other state and local agencies to meet the needs of students
8. Ensure compliance with federal, state and local regulations, policies and procedures
9. Prepare and monitor contracts with individuals and agencies for special services not available through the school system
10. Coordinate with local agencies, parents and school personnel to resolve problems and secure needed resources and services
11. Work directly with the Assistant Director, Chief Academic Officer, Curriculum and Instruction Team and school administrators on EC programmatic needs
12. Develop and implement the strategies defined through the LEA Self-Assessment and department long range plan
13. Assess staff development needs at the school and district level
14. Design and implement professional development for staff at the school and district level
15. Consult and collaborate with school based staff and central office staff in all departments regarding individual cases and the interpretation of federal, state and local policies and procedures, as necessary
16. Consult with the school board attorney and school staff regarding individual cases when necessary and attend IEP meetings as needed
17. Collaborate with the Assistant Director to provide Professional Development in the following areas:
 - a. EasyIEP
 - b. Policies for services governing children with disabilities
 - c. Occupational Course of Study
 - d. Transition practices
18. Assess Professional Development needs and work with Assistant Director to provide other PD as necessary
19. Oversee program development, coordinate student placement and evaluate service outcomes
20. Prepare and organize data for NCDPI, OSEP, the Board of Education, the Superintendent and various other departments as necessary
21. Actively articulate and support the district strategic plan and the superintendent's goals

22. Serve as the lead member of the EC leadership team and articulate a clear philosophy and shared vision of learning
23. Advance the district's professional image, promote the district's mission, philosophy and vision, uphold board policies and implement administrative guidelines/procedures
24. Build internal/external partnerships that support district goals and enhance student learning
25. Maintain open/effective communications; use problem-solving techniques to tactfully address and resolve questions/concerns
26. Serve as an information resource, provide staff leadership, engender staff enthusiasm and teamwork; promote a safe, efficient work/learning environment
27. Help manage instructional programs, promote academic excellence in a nurturing environment, facilitate the development of curriculum guides, evaluate and recommend instructional materials
28. Collaborate with the Assistant Director to facilitate the staff orientation processes as necessary
29. Express high expectation and provide support to improve staff performance
30. Participate on district committees
31. Participate in the hiring process at the school level, as requested
32. Perform other duties as assigned by the Chief Academic Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*