



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	<b>Exceptional Children Assistant Director</b>
<b>SCHOOL/DEPARTMENT</b>	C&I/ Exceptional Children
<b>SALARY</b>	Admin VI plus supplement
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Director of Exceptional Children
<b>SUPERVISES</b>	EC Department Chairs in conjunction with the Principal
<b>WORK WEEK SCHEDULE</b>	Monday – Friday; must be able to work <i>some</i> late evenings and weekends
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The EC Assistant Director is responsible for the administration and supervision of the educational programs for students with disabilities. The role of this position is to assist the Director of Exceptional Children in planning, developing and implementation of a comprehensive program for students with disabilities that assesses the needs of students, establish objectives and priorities, assign responsibilities to staff, and develop strategies to achieve stated objectives and evaluation programs. The Assistant Director will monitor the effectiveness of programs and ensure that all are implemented within federal, state, and local regulations.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated ability to lead and supervise others in the field of special education
- Thorough knowledge of federal, state, and local policies and procedures regarding Exceptional Children Services

- Thorough knowledge of current trends, publications, research and laws pertaining to IDEA, FERPA, and EC programs
- Thorough knowledge of NCDPI rules, regulations and requirements pertaining to EC programs
- Considerable knowledge of school board policies, procedures and standards regarding education
- Considerable knowledge of the principles of supervision, organization and administration
- Skill in counseling and developing staff
- 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 develop and implement appropriate programs for exceptional children
- Ability to assess the effectiveness of programs and activities
- Ability to interpret educational policies and procedures
- Ability to work with the EC Director to develop long-range plans and annual budgets
- 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
- Five (5) years minimum teaching special education in a public school setting

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Valid NC licensure in Special Education
- 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 an administrator in a public school setting

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist the Director to work in conjunction with the NC State Department of Public Instruction, the Office of Civil Rights, the Office for Special Education Programs, and various other state and local agencies to meet the needs of students
2. Ensure compliance with federal, state and local regulations, policies and procedures

3. Work directly with the Director, Chief Academic Officer, Curriculum and Instruction Team and school administrators on EC programmatic needs
4. Assist Director with the development and implementation of the strategies defined through the LEA Self-Assessment
5. Assess staff development needs at the school and district level and design and implement professional development accordingly
6. 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
7. Consult with the school board attorney and school staff regarding individual cases when necessary and attend IEP meetings as needed
8. Provide Professional Development in the following areas:
  - a. EasyIEP
  - b. Policies for services governing children with disabilities
  - c. Occupational Course of Study, Standard Course of Study, Extended Content Standards
  - d. Transition practices
9. Assist in program development, coordinate student placement and evaluate service outcomes
10. Assist the Director in preparing and organizing data for NCDPI, OSEP, the Board of Education, the Superintendent and various other departments as necessary
11. Actively articulate and support the district strategic plan and the superintendent's goals
12. Serve as an active member of the EC leadership team by articulating a clear philosophy and shared vision of learning
13. Advance the district's professional image, promote the district's mission, philosophy and vision, uphold board policies and implement administrative guidelines/procedures
14. Build internal/external partnerships that support district goals and enhance student learning
15. Maintain open/effective communications; use problem-solving techniques to tactfully address and resolve questions/concerns
16. Serve as an information resource, provide staff leadership, engender staff enthusiasm and teamwork; promote a safe, efficient work/learning environment
17. Help manage instructional programs, promote academic excellence in a nurturing environment, facilitate the development of curriculum guides, evaluate and recommend instructional materials
18. Facilitate the staff orientation processes.
19. Express high expectation and provide support to improve staff performance
20. Participate on district committees
21. Participate in the hiring process at the school level, as requested
22. Performs other duties as assigned by the Exceptional Children Director

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	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.
<b>ACKNOWLEDGEMENTS</b>	
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.*