

JEFFERSON COUNTY SCHOOL SYSTEM
JOB DESCRIPTION
ASSOCIATE DIRECTOR OF EXCEPTIONAL CHILDREN SERVICES

Qualifications

1. Valid teacher's license with appropriate endorsement
2. Knowledge of special education law and procedures
3. Knowledge of disabilities defined by special education law and how the disability impacts learning

Essential Duties and Responsibilities

1. Attends IEP-Team meetings at the request of parent or school personnel
2. Assists in system-wide special education program planning
3. Assists in educational planning for special education eligible students
4. Consults with teachers on strategies to implement IEP goals and objectives in the IEP
5. Consults with teachers concerning behavior management techniques
6. Monitors special education paper work and provides assistance to teachers as needed
7. Acts as the system's contact person for alternative school
8. Assists in planning of in-service activities for personnel
9. Attends workshops, state meetings and training sessions to remain current with information concerning all aspects of special education
10. Communicates with outside agencies and contract service providers as necessary to provide LRE to special education eligible students
11. Assists IEP-Teams in determining eligibility and/or re-evaluation needs
12. Coordinates the testing program for special education students (TCAP-Alt)
13. Coordinates transitional services for children turning age 3 with suspected or defined disabilities
14. Plans and coordinates pre-school and therapy services for children ages 3-5
15. Provides assistance and/or information to schools as necessary to them for maintaining compliance with special education law
16. Serves as Disciplinary Hearing Authority
17. Performs other duties as assigned by the Director of Schools