

**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 of all disabled students
2. Compiles necessary data used in census reports to state and/or federal agencies
3. Develops and presents to the State Department of Education the yearly Board-approved plan for the education of all disabled students
4. Supervises and evaluates the coordination of special education services with the regular curriculum
5. Acts as the system's contact person to outside agencies dealing with the evaluation and/or placement of disabled students
6. Coordinates a plan for dissemination of information to parents
7. Acts as consultant to all special education personnel in regard to program planning and implementation
8. Submits to the Director of Schools all requisitions for special education services
9. Directs the formulation and implementation of individual educational plans for disabled students and develops procedures for placement, evaluation, assignment, and reappraisal of students
10. Keeps abreast of changes pertaining to the disabled, as well as with the current trends of educating all exceptionalities and informs and advises staff of such
11. Works with other system-wide curriculum personnel to ensure provisions are made for disabled students
12. Serves in an advisory capacity in regard to screening procedures and keeps on file the results of such screening activities, notifies parents of particular needs, and advises teachers on the use of screening results in modifying teaching methods
13. Presents recommendations regarding needed areas for in-service, modification of existing program, and implementation of needed additional services to disabled students
14. Attends IEP-Team meetings at the request of parent or school personnel
15. Coordinates the Continuous Improvement Monitoring Process (CIMP) for the system
16. Serves as Disciplinary Hearing Authority
17. Performs other duties as assigned by the Director of Schools